

Calendar _____

Facilities _____

Sent _____

Northwood Presbyterian Church 2020-2021 Facility Use/Calendar Request

Date _____

Your Name _____

*Email _____ Phone _____

Group organizing the event (check one):

- | | |
|--|--|
| <input type="checkbox"/> Non-church group name _____ | |
| <input type="checkbox"/> Christian Education | <input type="checkbox"/> Stewardship/Finance |
| <input type="checkbox"/> Children's Ministry | <input type="checkbox"/> Worship & Music |
| <input type="checkbox"/> Membership & Evangelism | <input type="checkbox"/> Youth/Young Adults |
| <input type="checkbox"/> Deacons | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Mission & Outreach | <input type="checkbox"/> Children's Ministry |
| <input type="checkbox"/> Property | <input type="checkbox"/> Presbyterian Women |
| <input type="checkbox"/> Kid's Corner Pre-School | <input type="checkbox"/> Men of Northwood |
| <input type="checkbox"/> Before/After School | <input type="checkbox"/> Other _____ |

Event Name _____

Northwood Staff Resource _____

Given the need for Social Distancing, our room request options have been updated to encourage/allow compliance with current guidelines. Please select a three, two or one room configuration based on the size of your group. Rooms 10 and 11 can be selected for very small groups or added on to adjacent rooms to increase space. Check the area(s) you are requesting:

- | | |
|---|--|
| <input type="checkbox"/> Kitchen | |
| <input type="checkbox"/> Room 5, 7 & 9 | <input type="checkbox"/> Room 4, 6 & 8 |
| <input type="checkbox"/> Room 11 | <input type="checkbox"/> Room 10 |
| <input type="checkbox"/> Room 13 & 15 | <input type="checkbox"/> Room 12 & 14 |
| <input type="checkbox"/> Family Life Center | <input type="checkbox"/> Sanctuary |
| <input type="checkbox"/> Youth Room | <input type="checkbox"/> Other _____ |

Church Groups Only Check one:

- A special set-up is needed and will be coordinated with the office the week before
- No set-up is required

Reserve Facility from Start Time _____ to End Time _____

Event will begin for attendees at _____

I have circled each date being requested on the next page. I understand that if set-up is needed the day before any event, that date and time must be requested as well in order to verify that the set-up will not interfere with items already on the calendar.

(over)

Dates

Circle only those dates which you actually plan to meet. If you plan to meet monthly but will not meet during the summer or in December, for example, be sure to leave those months blank.

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Approval and Annual Review

I understand that submission of this document is a request only. Once it has been verified that the facility is available for the dates being requested and the use of the facility has been approved, the event will be entered in the church's online calendar (www.northwoodpc.org). I also understand that ongoing events are approved one year at a time, September through August and that this document must be re-submitted each July. **If I represent a non-church group, I understand that Northwood Presbyterian does not provide set-up or custodial services unless those are arranged for a fee. Diagrams are posted in each room and I will return the room to the diagramed set-up at the completion of the event.** If there are any changes to the requested date(s), I will re-submit this form with the requested changes.

Contact Person

Church Administrator