



Building Use: Calendar/Room Reservation

Please fill out this form to request that your event be added to the church calendar and/or to request a room reservation.
Thank you for helping us keep our calendar and events planning run smoothly.

30-Day Notice May Be Required To Assure Reservation And Childcare

Submit form to: Pam Devine pdevine@covenantaustin.org Office: 512-346-3124 Fax: 512-346-3197

Organization Name: _____ Contact Phone: _____
Representative's Name: _____ Cell Phone: _____
Address: _____ E-Mail: _____

Please do not advertise your meeting or event until room reservation approval is received

Please answer all questions

Name of /Meeting/Event: _____

Approximate Number of people: _____

(This information determines which room best accommodates your group)

One-time Events Only:

Date: _____

Recurring Events Only:

Start Date: _____

End Date: _____

Frequency (circle one): Daily Weekly Monthly

Dates in range to exclude (i.e. holidays): _____

Actual Time of Event: From _____ to _____

Setup Time Needed: _____

Breakdown Time Needed: _____

Resources: (If your requested resources conflict with your requested room, you may be assigned a room where resources needed are available)

Room(s) requested _____

Childcare needed: Yes No

Other Resources: # Tables _____ # Chairs _____ Other media _____

Kitchen Access Requested: No Yes; For? Coffee & Snacks Other

Custodian Needed? No Yes (\$60 additional fee applies)

If the custodian is needed, please indicate whether they are needed for setup, takedown, and/or cleanup:

Room Configuration: Please attach a diagram if requesting that tables and chairs be configured in a certain way.

Diagram attached? Yes No

Audio/Visual:

Will a microphone be needed? Y N

Will instrumentalists be playing? Y N

Will instrumentalists need to be connected to the sound system? Y N

Does the presentation involve a PowerPoint presentation? Y N

Does the presentation involve a DVD? Y N

Does the presentation involve a CD-ROM? Y N

Will electrical power be needed for any element of the presentation? Y N

A daily \$75 honorarium attaches for audio/visual services for special events in the Sanctuary and is payable in advance to the church office.