

# July 2021–June 2022

## BARRINGTON ROOM RESERVATION FORM

New Event    Update Scheduled Event    Cancel Scheduled Event   Today's Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Contact Person \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Group / Ministry \_\_\_\_\_

Has a pastor or staff member approved this event? If so, who? \_\_\_\_\_

*(Note: Events sponsored by The Orchard will supersede all other events.)*

Event Name \_\_\_\_\_ # of expected participants \_\_\_\_\_

Event Date(s) From: \_\_\_\_\_ To: \_\_\_\_\_ (Note: Circle all dates on the calendar grid below.)  
MM/DD/YY MM/DD/YY

Event Times Start: \_\_\_\_\_  a.m.  p.m. End: \_\_\_\_\_  a.m.  p.m.

Advanced access to rooms needed? Yes  No  If yes, please specify when \_\_\_\_\_

Circle all dates on the **2021-2022** calendar grids below   **X = building closed for holiday**

**July 2021**

S	M	T	W	T	F	S
				1	2	3
X	X	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**

S	M	T	W	T	F	S
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				

**September 2021**

S	M	T	W	T	F	S
				1	2	3
						4
5	X	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 2021**

S	M	T	W	T	F	S
						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 2021**

S	M	T	W	T	F	S
				1	2	3
						4
						5
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	X	X	27
28	29	30				

**December 2021**

S	M	T	W	T	F	S
				1	2	3
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	X	X
26	X	28	29	30	X	

**January 2022**

S	M	T	W	T	F	S
						X
2	X	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 2022**

S	M	T	W	T	F	S
				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 2022**

S	M	T	W	T	F	S
				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 2022**

S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	X	16
X	18	19	20	21	22	23
24	25	26	27	28	29	30

**May 2022**

S	M	T	W	T	F	S
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	X	31				

**June 2022**

S	M	T	W	T	F	S
				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		

Indicate room set-ups and/or media equipment needed on the reverse side (one room per page).

Always notify the church office of changes or cancellations.



# BARRINGTON

## ROOM SELECTION | SET-UP | MEDIA REQUEST

<p><b><u>Classrooms</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 100 1<sup>st</sup> – 2<sup>nd</sup> grade</li> <li><input type="checkbox"/> 101 3<sup>rd</sup> – 5<sup>th</sup> grade</li> <li><input type="checkbox"/> 102 Kindergarten</li> <li><input type="checkbox"/> 103 Infant/Crawler Nursery (birth-12 months)</li> <li><input type="checkbox"/> 104 Walkers (12-24 months)</li> <li><input type="checkbox"/> 105 Nursing Moms</li> <li><input type="checkbox"/> 106 2-year-olds</li> <li><input type="checkbox"/> 108 3-year-olds</li> <li><input type="checkbox"/> 109 4-year-olds</li> </ul>	<p><b><u>Multipurpose</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 200 Meeting Room</li> <li><input type="checkbox"/> 205 Youth Room</li> <li><input type="checkbox"/> 300 Adult Classroom</li> <li><input type="checkbox"/> 301 Adult Classroom</li> <li><input type="checkbox"/> 302 Adult Classroom</li> <li><input type="checkbox"/> 303 Adult Classroom</li> <li><input type="checkbox"/> 304 Adult Classroom</li> <li><input type="checkbox"/> 305 Adult Classroom</li> <li><input type="checkbox"/> 306 Adult Classroom</li> <li><input type="checkbox"/> 307 Adult Classroom</li> </ul>	<p><b><u>Multipurpose</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Commons</li> <li><input type="checkbox"/> Grove Cafe</li> <li><input type="checkbox"/> The Loft</li> <li><input type="checkbox"/> Worship Center</li> </ul> <p><b><u>Multipurpose (North Bldg.)</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 110 Awana Room</li> <li><input type="checkbox"/> Conference Room A (staff use only)</li> <li><input type="checkbox"/> North Lawn</li> </ul>
--	--	---

**Diagram for \_\_\_\_\_ Room** (complete one diagram for each room)

<input style="width: 40px; height: 20px;" type="text"/>	= Rectangular Table	<input style="width: 40px; height: 20px; text-align: center;" type="text" value="N"/>	= Narrow Rectangular Table	X = Chair	O = Round Table	▼ = Easel
<input type="checkbox"/>	= Lectern	⊙ = Stool	<input style="width: 20px; height: 20px;" type="checkbox"/>	= Music Stand	<u>  W  </u> = Whiteboard	<u>  D  </u> = Divider

**Note: Sunday morning set-ups needed between 8am to 1pm are self-service. However, do indicate your layout below so we are aware of your requirements.**

**Please draw a diagram below, showing location and number of chairs, tables, and other equipment needs.**

**Equipment Quantities**

<input type="checkbox"/> Easel – Qty _____	<input type="checkbox"/> Lectern – Qty _____	<input type="checkbox"/> Music Stand – Qty _____	<input type="checkbox"/> Stool – Qty _____
<input type="checkbox"/> Whiteboard – Qty _____	<input type="checkbox"/> Divider – Qty _____	<input type="checkbox"/> Divider (Accordion) – Qty _____	

**Is Media Equipment/Assistance Needed For Activity?** Yes  No  **If yes, you must also submit a media request form, which is available [online](#).**

**Comments / Other Needs:** \_\_\_\_\_

\_\_\_\_\_