**Master Calendar Event Form**

Zillah First Church of the Nazarene

203 Miles Dr. / P.O. Box 166

Zillah, Wa. 98953

509-829-5338

office@zillahnazarene.org

**PLEASE CALL THE CHURCH OFFICE FOR AVAILABLE DATES PRIOR TO COMPLETING THIS FORM.Email** **office@zillahnazarene.org** **or deliver the completed form to the church office. You will be notified if your application is approved or declined after the form is reviewed by our staff.**

**APPLICANT/ORGANIZATION**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT INFORMATION:**

Name of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event: Event Start Time: Event End Time:­­­­­­­­\_\_\_\_\_\_\_\_\_

Date(s) for Set-up: Set-up Start Time: Set-up End Time:\_\_\_\_\_\_\_\_

Is this a recurring event? \_\_ If Yes, what is your ending date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FOR USE OF FACILTY:** Specify which parts of the facility you would like to reserve.

Sanctuary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_Fellowship Hall:\_\_\_\_\_\_Sunday School Classroom(s):\_\_\_\_\_\_

Nursery:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Staffed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kitchen:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Authorized kitchen person is required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Van(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Driver(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person authorized for Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key Holder: Person responsible for unlocking & locking doors.**

**Opening Up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Closing Up:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Promotion Request:** Please email the announcement how you would like it to appear to office@zillahnazarene.org. Deadline is Wednesday noon prior to the Sunday announcement is to appear.

**Briefly describe any needs regarding rehearsal, set-up, sound checks, etc**.

**CHURCH USE ONLY: Approved:\_\_\_\_\_\_\_\_\_\_\_ Not Approved:\_\_\_\_\_\_\_\_\_\_**

**Facility Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Kitchen Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Sound Tech:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HOLD HARMLESS AGREEMENT:** All users other than church (local or district) must sign the Hold Harmless Agreement below: The applicant acknowledges that Zillah First Church of the Nazarene is extending the privilege of using its facility for specifically agreed upon purposes, & recognizes that the church is not an insurer of the safety of any persons using said facility or grounds. The applicant further acknowledges that they have read the Guidelines for Use of Church Facilities & agrees to hold harmless Zillah First Church of the Nazarene for any damage due to the occupancy of the building or church grounds covered by this application. The applicant further agrees to protect, indemnify & hold harmless Zillah First Church of the Nazarene & its staff & members for any claims, liabilities, damage, allegations or rights of action directly or indirectly resulting from the use of the premises covered by this application. I recognize that The Church of the Nazarene beliefs are based on the Bible only & can not endorse other religious beliefs expressed in any afore mentioned event & that Zillah First Church of the Nazarene reserves the right to preview the content of any afore mentioned event or program & deny the usage of any content it deems contradictory to its beliefs & mission.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FOR SOUND/VISUAL EQUIPMENT:**

If you need a sound person for your event, an authorized person is required by our church.

You will be notified if a sound person is available.

Name of Trained Sound Tech: Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The charge is $75.

Please specify equipment needed:\_

TV/DVD:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Microphone(s):\_\_\_\_\_\_\_\_\_\_Sound System:\_\_\_\_\_\_\_\_\_\_\_\_

Computer/Projector:\_\_\_\_\_\_\_\_\_\_\_Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sanctuary Stage cleared: (by approval only)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_