

Student Center Request Form

*This form is for **Student Center events** only.
We appreciate knowing of events as far in
advance as possible.*

**If you would like your event publicized to
the church community, please also fill out a
Communication Request Form.**

2374 SW Vermont St
Portland, OR 97219
Phone: 503.452.9375
FAX: 503.452.0287



Date Received _____
Date Approved _____
Date Changed _____
Change Approved _____

EVENT NAME _____

MINISTRY AREA (Youth, Outside group, etc.) _____

DAY(S) & DATE(S) _____

Set up time: _____ Event time: _____ to _____ Est. cleanup time: _____

Is there a cost for this event? Yes No How much? _____

ESTIMATED ATTENDANCE _____

NAME _____

E-MAIL _____

ADDRESS _____ **CITY** _____ **ZIP** _____

HOME PHONE _____ **OTHER PHONE** _____

GROUND/OUTSIDE

- Bowl
- Disc Golf Course
- Front Lawn

Notes/additional info:

All fundraisers must be pre-approved by the elders. Please allow extra time for this process.

Will there be fundraising at or for this event? Yes No

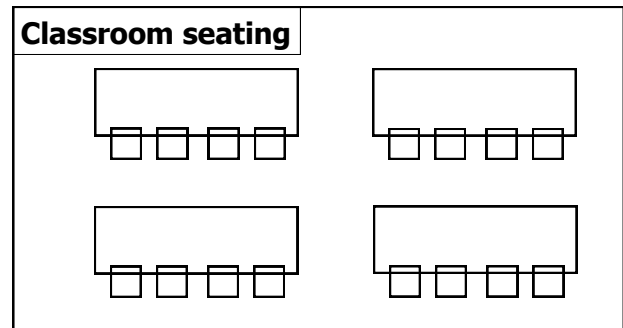
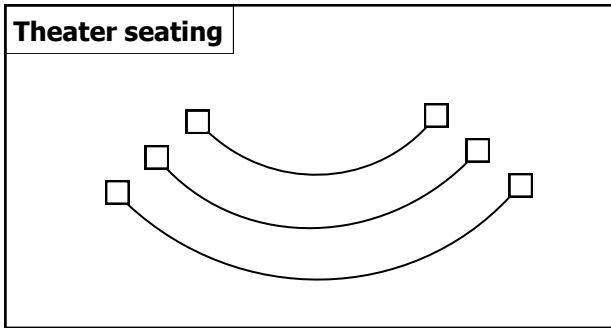
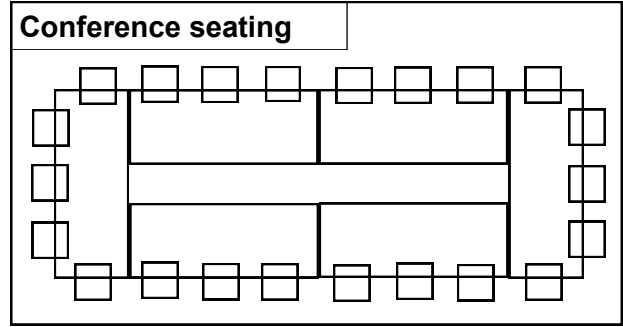
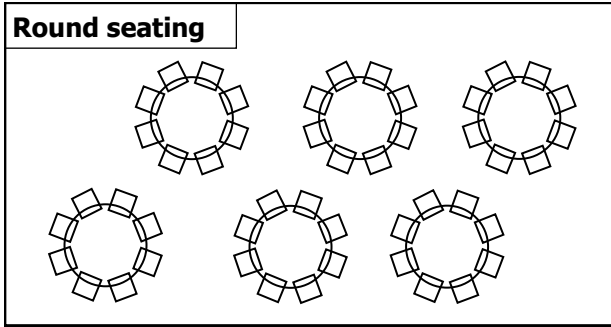
If so, have you filled out a Project Request Form? Yes No



SETUP INFORMATION

Please choose your set-up style and indicate the number of tables, chairs, etc. needed. We will try to have room set up, but due to short hours for the facility staff, it's not always possible. **When your event concludes, please return the room to the way you found it.** Also, if there is no setup information, your room cannot be set up. Thanks for your understanding.

Setup choice _____



**STUDENT CENTER EQUIPMENT/
AREAS NEEDED:**

Sound Booth

Sound system (Training is required.)
Projector

Kitchen Clean up after your event please.

Stage Please replace anything moved.

Small rooms

Game systems (air hockey, ping pong, etc.)

**SET UP INFORMATION:
How many of each needed?**

_____ Chairs

Rectangular tables		Round tables	
Size	Quantity	Size	Quantity
4'		5' (seats 8)	
8'		6' (seats 10)	

Please include any other setup information or requests on the previous page.

You are responsible for any decorations and refreshments.

SECURITY: When event is concluded, turn off lights and secure doors and windows.

Name of person responsible for security: _____