

# 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

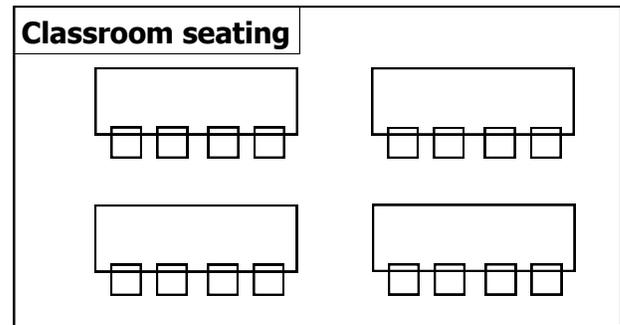
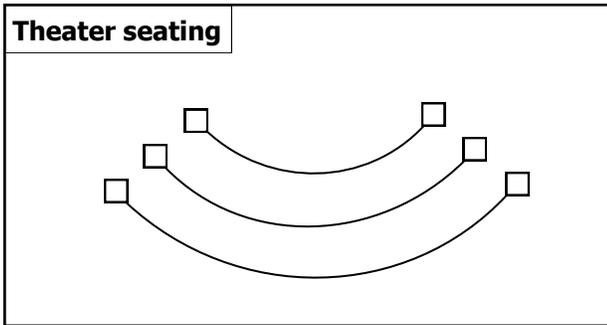
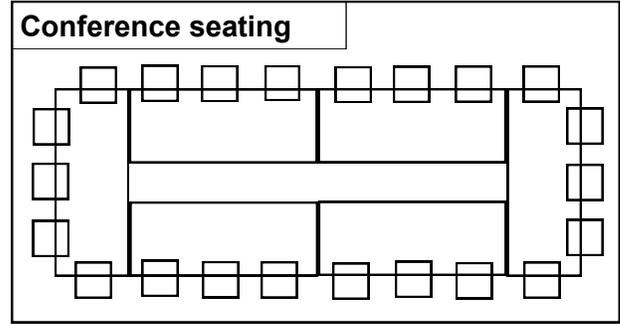
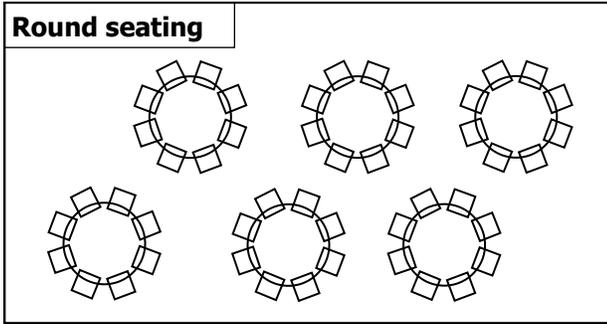
If so, have you filled out a Project Request Form? Yes    No



## 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: \_\_\_\_\_