

Calvary Facility Reservation Form Instructions

Thank you for your interest in reserving a space, resource or service at Calvary.

[Calvary Facility Request Form](#)

Complete the requested information on each screen:

The screenshot shows a web form titled "Calvary Facility Reservation Request Form". At the top right, there is a link: "Want to check the status of your Events? [Click Here](#)". The form fields include: "First Name" and "Last Name" (text boxes with user icons), "E-mail" and "Phone" (text boxes with user icons), "Event Name" (text box), "Event Description" (text area), "Event Date" (calendar icon), "Begin Setup" (time picker), "Start Time" and "End Time" (time pickers), "End Teardown" (time picker), "Event Recurrence Rules" (dropdown menu with "None" selected), "Locations" (radio buttons for "Peace Haven Campus" and "West Campus"), "Number of People" (text box), "Instructions for this form" (link to "Calvary Facility Reservation Form Instructions"), a disclaimer paragraph, a checkbox for "I agree", "Real Person Verification" (CAPTCHA), and a "Click to change" button. At the bottom right, there are "Close Window" and "Next" buttons.

NOTE

- Your event must be 7 or more days in the future. You cannot reserve a room for a time less than a week away from the current date.
- **All Day Event:** Click the box if you are reserving the space all day (12 am-11:59 pm)
- **Begin Setup:** if you will need access to the space to set up/decorate prior to the event start time, please enter the time here that you will need in the room
- **Start Time:** this is the start time of the event
- **End Teardown:** if you will need time after the event to remove decorations, etc., please enter this information here.
- **Event Recurrence:** This drop down allows you to set this event to reoccur. You can choose for the event to occur daily, weekly, monthly, yearly or on a custom schedule.
- The custom schedule allows you to choose random dates.

The next page includes a summary of your event details and then allows you to select the room(s), resources, services you are requesting as well as define setup needs.

Want to check the status of your Events? [Click Here](#)

Calvary Facility Reservation Request Form

General Information

Requestor Name

Chad Conger

Requestor E-mail

cconger@calvarynew.com

Requestor Phone Number

Event Name

TEST EVENT - ignore

Event Description

TEST EVENT - ignore

Number Of People

2

Occurrences (1)

7/30/2026 (Th)

Setup Time

12:00 AM

Event Time

12:15 AM-12:45 AM

Location1

Peace Haven Campus

Instructions for this form

[Calvary Facility Reservation Form Instructions](#)

I understand that submitting an event request does not guarantee that I have the space reserved. I also understand that I will receive notice via email once the event has received final approval or has been declined.

I agree

Edit General Information

Spaces

Filter By Tags

PHC - AROC

PHC - A Building

PHC - B Building

PHC - C Building

PHC - D Building

PHC - E Building

PHC - Exterior Peace Haven

PHC - Sechrist Bldg (Max Capacity: 125)

Remove All

PHC - A-1110

Resources

Filter By Tags

PHC - Bus #1 (Min) 15 people max including driver

PHC - Bus #2 (Min) 15 people max including driver

PHC - Bus #3 (Min) 15 people max including driver

PHC - Bus #4 (Min) 44 adults max including driver

PHC - Bus #5 (Min) 44 adults max including driver

PHC - Bus #6 (Min) 15 people max including driver

PHC - Bus #7 (Min) 15 people max including driver

PHC - Bus #8 (Min) 15 people max including driver

PHC - Bus #9 (Min) 15 people max including driver

Services

Filter By Tags

Food Services (Food, Drink & Supplies)

Police Officer On-site \$

Production Support- PHC

Schedule Setup

Spaces

Name	Required Furniture?	Configuration Image	Configuration	Note	Resource/Services	Book
A-1110						

Back

Cancel

Submit Form

Spaces: Rooms/buildings located at each campus

- Click the dropdown arrow located beside a building to see available rooms in that building
- When you select a space, a green check mark means that room is available, a red exclamation means it is not.
 - You will not be able to request a room that is not available.

Resources: Busses are located at Peace Haven Campus

Put a check mark next to the bus you are requesting. (Same rules apply as above regarding availability.)

Services: Food Services, Police Officers, Production Support

- Put a check mark next to Food Services if you need any of the following:
 - Food prepared
 - Drink prepared
 - Supplies: silverware, plates, napkins, coffee supplies (sugar, creamer, etc.)
- Put a check mark next to Police Officer On-Site to request an officer attends your event.
 - Extra lead time is required for this service.
- Put a check mark next to Production Support if you will be reserving either of the worship centers
 - Production Support-PHC should be requested for events in the Peace Haven Campus Worship Center
 - Production Support-WC should be requested for events in the West Campus Worship Center
 - Production Support is not available to support other event requests.
- Choosing any of these services will require that a form is completed before you can submit your request.
 - Click the blue Form button and complete the form with
 - items needed.

Schedule Setup:

- Click the green edit button next to each item you are reserving to enter any set up needs such as how many tables, chairs, etc.

Once all setup information and forms have been completed you may click Submit Event in the bottom right of the screen. A pop-up box will ask if you are sure you want to submit your request and notes that once a request is submitted, it cannot be changed. Click Yes if you are sure you are ready to submit your event.

Once submitted, you will receive an email with your event details which includes a link to track where your request is in our approval process.

For additional questions, please contact Elise Smith at esmith@calvarynow.com