

July 2025–June 2026

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 **2025-2026** calendar grids below **X = building closed for holiday**

July 2025

S	M	T	W	T	F	S
		1	2	3	X	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		

August 2025

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 2025

S	M	T	W	T	F	S
	X	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				

October 2025

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 2025

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	X	X	29
30						

December 2025

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	27
28	29	30	X			

January 2026

S	M	T	W	T	F	S
				X	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

February 2026

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 2026

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 2026

S	M	T	W	T	F	S
			1	2	X	4
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		

May 2026

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	26	27	28	29	30
31						

June 2026

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

Lower Level

- ☐ 005 Classroom 60 in rows
- ☐ 010 Classroom 60 at tables
- ☐ 011 Kindergarten
- ☐ 012 Toddlers
- ☐ 014 Nursery
- ☐ 015 Preschool
- ☐ 016 Preschool
- ☐ 017 Preschool

Upper Level

- ☐ 200 Classroom 40 fixed w/tables
- ☐ 201 Classroom 10 fixed w/tables
- ☐ 203 Classroom 12 at tables
- ☐ 204 Classroom 18 at tables
- ☐ 205 Classroom 18 at tables
- ☐ 212 Classroom 16 at tables
- ☐ 213 Classroom 16 at tables
- ☐ 215 Classroom 10 fixed w/tables
- ☐ 216 Loft 16 seats = 12 + 4

Main Level

- ☐ 101 Classroom 25 at tables
- ☐ 103 Classroom 16 at tables
- ☐ 104 Classroom 80 at tables
- ☐ Worship Ctr 450 in rows

North Building

- ☐ 175 Awana 50 at tables
- ☐ North Lawn

Diagram for _____ Room (complete one diagram for each room)

= Rectangular Table
 N = Narrow Rectangular Table
 ○ = Round Table
 X = Chair
 ▼ = Easel
☐ = Lectern
 ⊙ = Stool
☐ = Music Stand
 W = Whiteboard

NOTE: Sunday morning set-ups needed between 8 a.m. to 1 p.m. are self-service. However, please indicate your layout below so we are aware of your requirements.

Please type setup instructions and/or draw a diagram below, indicating location and number of chairs, tables, and other equipment needs.

Equipment Quantities

☐ Easel - Qty _____
 ☐ Lectern - Qty _____
 ☐ Music Stand - Qty _____
 ☐ Stool - Qty _____
☐ Whiteboard - Qty _____

Is media equipment and/or training needed for event? Yes ☐ No ☐

If media equipment and/or training are needed for this event you must contact our technical director, Bradley Armstrong, at barmstrong@theorchard.church or at 847-852-2215.

Comments / Other Needs: _____
