

July 2026–June 2027

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 **2026-2027** calendar grids below **X = building closed for holiday**

July 2026

S	M	T	W	T	F	S
		1	2	X	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	

August 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					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 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

November 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	X	X	28
29	30					

December 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	X	X	26
27	28	29	30	X		

January 2027

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 2027

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 2027

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	X	27
X	29	30	31			

April 2027

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	

May 2027

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	X					

June 2027

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

<p><u>Lower Level</u></p> <p><input type="checkbox"/> 005 Classroom 60 in rows</p> <p><input type="checkbox"/> 010 Classroom 60 at tables</p> <p><input type="checkbox"/> 011 Kindergarten</p> <p><input type="checkbox"/> 012 Toddlers</p> <p><input type="checkbox"/> 014 Nursery</p> <p><input type="checkbox"/> 015 Preschool</p> <p><input type="checkbox"/> 016 Preschool</p> <p><input type="checkbox"/> 017 Preschool</p>	<p><u>Upper Level</u></p> <p><input type="checkbox"/> 200 Classroom 40 fixed w/tables</p> <p><input type="checkbox"/> 201 Classroom 10 fixed w/tables</p> <p><input type="checkbox"/> 203 Classroom 16</p> <p><input type="checkbox"/> 204 Classroom 20</p> <p><input type="checkbox"/> 205 Classroom 26</p> <p><input type="checkbox"/> 212 Classroom 18</p> <p><input type="checkbox"/> 213 Classroom 40</p> <p><input type="checkbox"/> 215 Classroom 10 fixed w/tables</p> <p><input type="checkbox"/> 216 Loft 16 seats = 12 + 4</p>	<p><u>Main Level</u></p> <p><input type="checkbox"/> 101 Classroom 25 at tables</p> <p><input type="checkbox"/> 103 Classroom 16 at tables</p> <p><input type="checkbox"/> 104 Classroom 80 at tables</p> <p><input type="checkbox"/> Worship Ctr 450 in rows</p> <p><u>North Building</u></p> <p><input type="checkbox"/> 175 Awana 50 at tables</p> <p><input type="checkbox"/> North Lawn</p>
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Diagram for _____ Room (complete one diagram for each room)

 = Rectangular Table	 = Narrow Rectangular Table	 = Round Table	 = Chair
 = Easel	 = Lectern	 = Stool	 = Music Stand
 = 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 send an email describing your needs to BAmedia@theorchard.church

Comments / Other Needs: _____
