

CHRISTIAN HERITAGE ACADEMY

315 Waukegan Rd, Northfield, IL 60093
847 446-5252 www.christianheritage.org

Calendar & Space Sharing Request Form

Instructions:

1. Before filling out the form, click **File/Save As** and save this form to your own files as a new document.
2. Please click into text areas to enter your information.
3. When complete, close & save your form.
4. Send completed form as an email attachment to:
Janis Kahren, Calendar Coordinator (jkahren@christianheritage.org)
(This form may be also printed, completed by hand and submitted off-line.)

Today's Date: _____

Name of Event: _____ Class or Group Participants: _____

First Contact Person: _____ Phone: _____ Email: _____

Second Contact Person: _____ Phone: _____ Email: _____

MAIN EVENT INFORMATION

Please enter *actual* event start & end times, and publicized event location(s), in this section.*

*Note: Set-up/Take-down and rehearsals should be filled out in Total Space & Time Needed section below.

<u>Day of week</u>	<u>Month</u>	<u>Date</u>	<u>Year</u>	<u>Event Start time</u> Please circle or highlight AM or PM	<u>Event End time</u> Please circle or highlight AM or PM	<u>Location</u> Please include room number as well as room name. (See map on next page.)
				AM / PM	AM / PM	
				AM / PM	AM / PM	
				AM / PM	AM / PM	

Would like your event posted on the CHA Calendar? Circle or highlight one: Yes / No

TOTAL SPACE & TIME NEEDED

Please enter **TOTAL** Space and time needed for this event, including:

- Rehearsals
- Set-up/Take-down

<u>Day of week</u>	<u>Month</u>	<u>Date</u>	<u>Year</u>	<u>Start time</u> Please circle or highlight AM or PM	<u>End time</u> Please circle or highlight AM or PM	<u>Space(s)</u> Please include room number as well as room name. (See map on next page.)	<u>Activity</u> (For example, rehearsals; set-up, etc.)
				AM / PM	AM / PM		
				AM / PM	AM / PM		
				AM / PM	AM / PM		
				AM / PM	AM / PM		
				AM / PM	AM / PM		

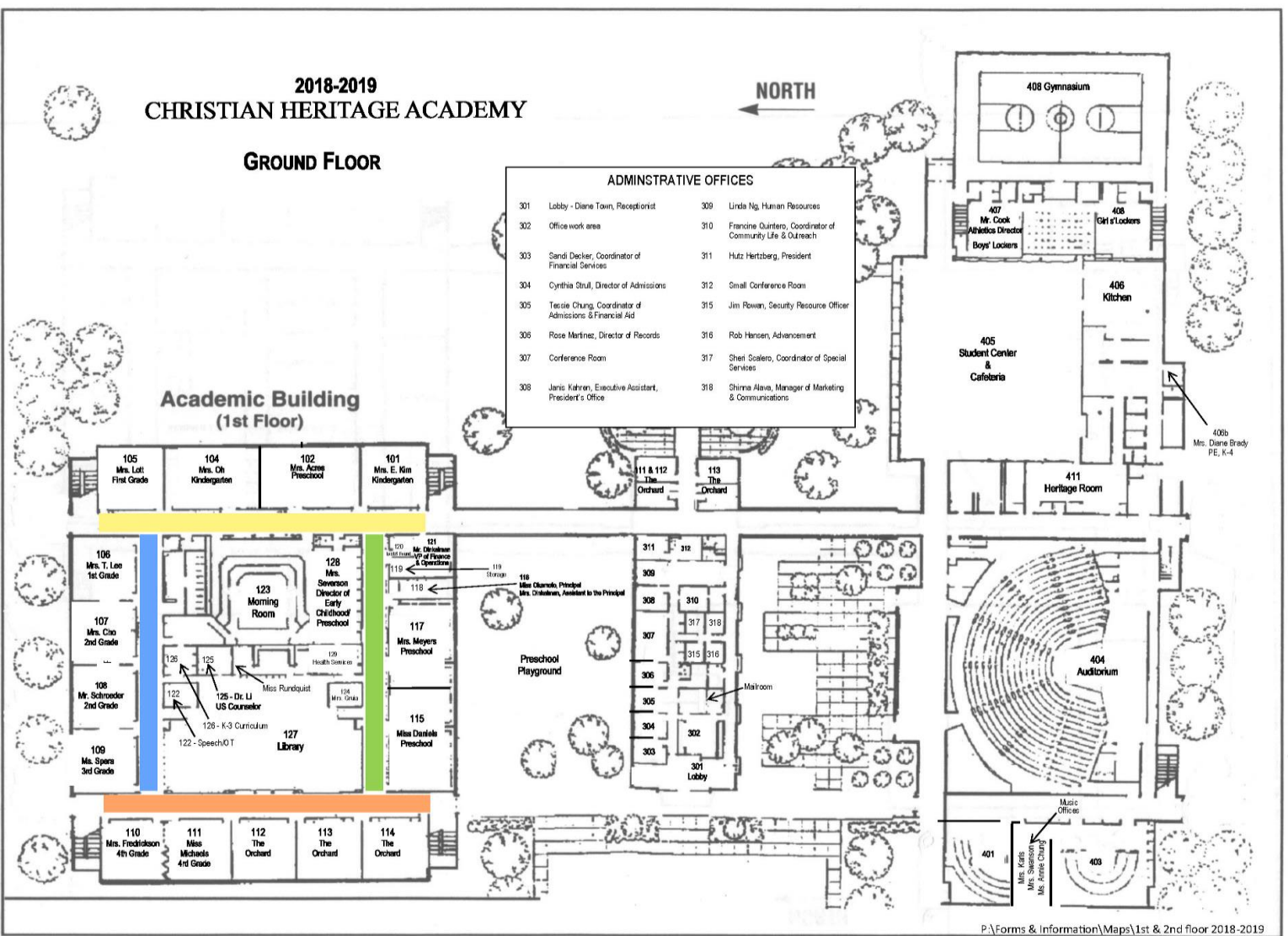
2018-2019
CHRISTIAN HERITAGE ACADEMY

GROUND FLOOR



ADMINISTRATIVE OFFICES	
301	Lobby - Diane Town, Receptionist
302	Office work area
303	Sandi Decker, Coordinator of Financial Services
304	Cynthia Stul, Director of Admissions
305	Tessie Chung, Coordinator of Admissions & Financial Aid
306	Rose Martinec, Director of Records
307	Conference Room
308	Jarin Kahren, Executive Assistant, President's Office
309	Linda Ng, Human Resources
310	Francine Quintero, Coordinator of Community Life & Outreach
311	Hutz Hertzberg, President
312	Small Conference Room
315	Jim Rowan, Security Resource Officer
316	Rob Hansen, Advancement
317	Shel Scaleri, Coordinator of Special Services
318	Shirna Alava, Manager of Marketing & Communications

Academic Building
(1st Floor)



P:\Forms & Information\Maps\1st & 2nd floor 2018-2019

Second Floor

