



## Room Request Form

Group: \_\_\_\_\_

Room(s): \_\_\_\_\_

Date(s): \_\_\_\_\_ Recurring:  Y  N --  Wk  Mo  BiW

Day: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Short explanation of need: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Approved: \_\_\_\_\_

Pastor/Deacon Initial

## Information

Date of Event: \_\_\_\_\_

Name of User: \_\_\_\_\_

Parishioner: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Hours of Event: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number attending this event: \_\_\_\_\_

There will be a: Dance \_\_\_\_\_ Meal \_\_\_\_\_ Lecture \_\_\_\_\_ Live Band/DJ \_\_\_\_\_

Alcohol Beverages will be present: Yes \_\_\_\_\_ (Security Req'd) No \_\_\_\_\_

Name of Security \_\_\_\_\_

**Supplying this information to the church office does not indicate that the reservation is confirmed.**