

Room Request Form

Note:

- This form must be completed & turned into the church office one month prior to the requested activity.
- You are responsible for set-up and tear down of the room you will be using (for example: tables and chairs need to be put back where they came from).
- You are responsible for clean-up of room & taking out trash (the dumpster is behind the building).

Contact Information

1. Person/Group Requesting the Room: _____
2. Phone Number: _____
3. Email: _____

Room Information

1. Purpose for room request: _____
2. Number of people you expect? _____
3. What room are you requesting? (availability and purpose will impact the room assignment)
 - Ferguson Room (80 person capacity)
 - Ferguson Room with Kitchenette (Room 213) (80 person capacity)
 - Gymnasium (130 person capacity)
 - Gymnasium with Kitchen (130 person capacity)
 - Gymnasium (130+ persons) *additional setup & fees
 - Gymnasium with Kitchen (130+ persons) *additional setup & fees
 - Room 113 with Kitchenette (30 person capacity)
 - Other: _____
4. Date(s) Requested: _____
5. Do you need to set up prior to the requested date(s)? _____
6. If approved, what date & time: _____
7. On the day of the activity, what time do you need in the building: _____
8. Schedule of Activities: _____

9. Resources needed: (TVs, DVD players, etc.): _____

10. What time will your activity be done? _____

Signature: _____ Date: ____/____/____

Once approved, we will contact you and arrange a time to pick up a key.

Office Use Only

Accept:		Date Received:	
Decline:		Key Fob:	
Reschedule:		Questions:	