



ROOM REQUEST FORM

This form must be completed and turned into the church office one month prior to the requested activity.

NOTE: 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).

1. Person/Group Requesting the Room: _____

2. What do you want to use the room for? _____

3. Date(s) Requested: _____

4. Do you need to set up prior to that date(s)? _____

5. If yes, what date & time: _____

6. On the day of the activity, what time do you need in the building: _____

7. What time will your activity be done? _____

8. Room Requested (*availability & purpose will impact the room assignment*)

Please Check:

Ferguson Room (only) or Ferguson Room with kitchenette in Room 213 (80 people max)

Gymnasium (only) or Gymnasium with kitchen (250 people max)

Room 113 with the kitchenette (30 people max)

Other: _____

9. Telephone number where you can be reached: _____

10. Activities that will be included (schedule of events): _____

11. Number of people you expect (adults & children): _____

12. RESOURCES NEEDED (tables, chairs, TV, VCR, etc.) be specific in the numbers:

13. If approved, what day will you come by and get a key? _____

14. If you agree to these terms, please sign: _____

OFFICE USE ONLY		Date received:
Accept		Questions:
Decline		
Reschedule		