

REQUEST FOR ROOM / AREA USE

TODAY'S DATE: _____

GROUP NAME _____

ACTIVITY: _____

DATE REQUESTED: _____

TIME OF EVENT: _____

SET-UP TIME: _____

NUMBER OF PEOPLE ATTENDING: _____

NUMBER OF TABLES: _____

REQUESTED BY: _____

CONTACT PHONE NUMBER: _____

RECEIVED BY: _____

ROOM REQUESTED:

Church ____

Gathering Area ____

Conference Rm #1 ____

Conference Rm #2 ____

Library ____

Social Hall ____

APPROVED BY: _____ **DATE:** _____