



Room Request Form

*Building Use Policy
Available Upon Request

Name: _____ Today's Date: _____

Address: _____ Home Phone: _____

E-Mail Address: _____ Work/Cell: _____

Anticipated

Event: _____ Attendance #: _____

Sponsoring Group: _____ Handicap Access: _____

Room Requested: _____ Event Date: _____

Start & End Times: _____ Set-up Time: _____

Church Related: yes no Audio Visual Needs: _____

.....
Sketch of Set-up/Comments

.....
Approval: _____

Date: _____

Room Use Fee: _____

Caretaker Fee: _____

Data Entry Date/by: _____

Room Assigned: _____

Set-up Assigned to: _____