

## ROOM SCHEDULING FORM

Group Scheduling Event: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Person in Charge of Event: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date & Time of Event: \_\_\_\_\_

Time Building is to be Opened: \_\_\_\_\_ Time Building is to be closed: \_\_\_\_\_

Please check all rooms that apply & provide room numbers when appropriate:

### Main Building

- Sanctuary
- Class Room # \_\_\_\_\_
- Fellowship Hall (125)
- Fellowship Hall Kitchen (125K)
- Conference Room (122)
- Choir Room (119)
- Upstairs Common Area (212)

### Children's Building

- Class Room # \_\_\_\_\_
- Kitchen
- Multi-Purpose Room (200)

### Youth Center

- Class Room # \_\_\_\_\_
- Game Room
- Café
- Upstairs Room

### Prayer Chapel

- Chapel
- Outdoor Picnic Tables

### Parking Lot

- East End (Between FH-Center)
- West End (Between Children's Bldg.-Acts)

### Transportation

- Church Bus
- Chevy Van
- GMC Van
- Trailer
- Destination: \_\_\_\_\_
- Driver: \_\_\_\_\_
- Driver's License #: \_\_\_\_\_

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Describe set-up required or special requests:

Please submit this form to the church office for this event to be confirmed and scheduled on the church calendar. Please understand your event is not approved unless you've followed these steps.