



# Facility Reservation Request Form

Requests should be submitted no fewer than six weeks in advance.

Please complete the following information to request reservation of a room within the church building for a personal event (ie: wedding/baby shower, birthday party, etc.). All requests will be reviewed by the Staff at their next regularly scheduled meeting.

Please PRINT CLEARLY.

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone Number: (\_\_\_\_) \_\_\_\_\_  Home  Cell  Work

Email Address: \_\_\_\_\_

## Event Information

Event (ie: Smith Family Reunion, Suzie's Birthday Party): \_\_\_\_\_

List two (2) potential dates in the order of your preference. The Staff will do their best to honor your first request. Please understand your event needs to coordinate with the general church calendar.

1) \_\_\_\_/\_\_\_\_/\_\_\_\_ 2) \_\_\_\_/\_\_\_\_/\_\_\_\_

Times Requested (please allow time for set-up and clean-up): \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM.

The actual event will take place from \_\_\_\_\_ AM / PM to \_\_\_\_\_ AM / PM.

Room(s) Requested (please mark all that apply for this event):

- Alley Classroom (Specify color: \_\_\_\_\_)  Hospitality Room
- Fellowship Hall  Kitchen  Wonderland  Yellow Room (Lower Level Classroom)

## Agreements

By signing below, I agree to:

- ensure all rooms I reserve are reset to the way they were when I entered including wiping down tables and chairs, sweeping if needed, and taking the garbage to the dumpster.
- ensure lights are turned off in the whole building when I leave.
- ensure the whole building is secure when I leave.

\_\_\_\_\_  
Requesting Party

Office Use Only			
Date the Form was submitted to the Office: ____/____/____		Staff Meeting Date: ____/____/____	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Needs Follow-Up	Staff Initials: _____	Date Person Notified: ____/____/____	by (initials): _____
Key(s): Picked Up ____/____/____	Staff Initials: _____	Returned: ____/____/____	Staff Initials: _____