

To have your room(s) approved and put on the church calendar, please follow these steps:

1. Complete this form.
2. Submit this form to the office manager.
3. You will be notified when your event is approved. Please check with the office if you have not received a response within a week of submitting the request.

Today's Date: \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Number of People: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Break Down Time: \_\_\_\_\_

Person Requesting Space: \_\_\_\_\_ Teacher: \_\_\_\_\_

Phone Number: (H) - \_\_\_\_\_ (C) - \_\_\_\_\_

**Ministry or Purpose of Event:**

**Room or Space Requested:**

- |                              |                                    |  |
|------------------------------|------------------------------------|--|
| _____ Outside Picnic Area    | _____ Sanctuary                    | _____ Gym  |
| _____ Outside Activity Field | _____ Concourse                    | _____ Fellowship Hall                                  |
| _____ Playground             | _____ Kitchen                      | _____ The Rock   |
| _____ Lower Field            | _____ Classroom # _____            | _____ Great Room<br>(no children may eat in this room) |
| _____ Ceramic Foyer          | _____ Lower Parking Lot/Playground | _____ Other  |

**Equipment Needed:**