

TO SCHEDULE AN EVENT
SHORT FORM--For Members/Staff use ONLY *

TODAY'S DATE _____

EVENT _____

ROOM(s) REQUESTED:

Requested by _____

Event Date Requested: _____ Day of the Week _____ (___(y/n) multiple dates please use back)

Alternate Date (if necessary due to schedule conflict) _____

Number expected to attend _____

Room Needed: From ____:____ am pm Clean up: To ____:____ am pm

Day Phone (_____) _____-- _____

E-Mail _____

Please notify the office of any change or cancellation of your plans, so the room can be made available for another event.

* This short form is for members/staff who wish to rent or hold a meeting or run church event, where they will be totally responsible for set up, clean up, and returning room to be ready for next event.

** Members: If you (DO NOT) choose to do your own set-up/tear-down and janitorial services, please use the standard form so we can assist you according to your needs.

Date Approved: _____ **Confirmed:** _____ (initials of Facilities Manager or Secretary)

Revised: 7/28/07