

## ROOM RESERVATION REQUEST FORM

SPACE REQUESTED: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

SET-UP TIME: \_\_\_\_\_ ACTUAL START TIME: \_\_\_\_\_

APPROX. END TIME: \_\_\_\_\_ CLEAN-UP TIME: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Date of Request*

\_\_\_\_\_

*Person Requesting Space*

\_\_\_\_\_

*Signature of Area Coordinator*

NOTES: \_\_\_\_\_

### **BELOW FOR STEWARDSHIP USE ONLY**

Room Reservation Confirmed: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Ministry Scheduler? \_\_\_\_\_ Calendar Maker? \_\_\_\_\_ Website? \_\_\_\_\_

*(form revised 09/16/14)*