Event/Room Request

Type of Event:

☐ **Ministry Team Event** ☐ **Personal Event** ☐ **Rental Event**

☐ **Fundraising Event** ☐ **Other Event** ☐ **Room Request**

Name: _____ **Ministry Team:** _____

Date (s) Requested: _____

Room (s) Requested: _____

Purpose / Description of Event :

Approved by:

Office use only:

☐ Date approved/set

☐ Bulletin Request received

☐ Announcement Request received

☐ Room setup checklist distributed

☐ Rental deposit received

☐ Rental fee received

☐ Rental paperwork signed

☐ Room setup checklist rec'd

☐ Key distributed
Date:
To:

☐ Key returned
Date:
From:

☐ Custodian Scheduled
Name:

☐ Sound Tech Scheduled
Name:

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Bulletin Announcement Request

Approved:

Date(s) to be included: _____

Announcement Request

Approved:

Date(s) to be included: _____

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