



Room Reservation Request Form

Name:

Event Date & Times:

Address:

Today's Date:

Telephone Number:

Email Address:

Please Describe the Event:

Is this a one-time or recurring rental:

What are the date(s) and time(s) you will need the room:

How long will you be using the room(s):

Do you need time to set up before your event:

What is the date and time you will need the room/building open for your setup:

Which room(s)/space are you requesting in the Church (Please select all that apply):

Sanctuary

Kitchen

Mother's Room

Fellowship Hall

Parking Lot



Which room(s)/space are you requesting in the Family Life Center (Please select all that apply):

Event Hall

Multipurpose Room

Large Conference Room - #105

Large Conference Room - #108

Board Room

Studio

Reception Area

Cafe

Caterer's Kitchen

Parking Lot