



Calendar Request Form

Event: _____

Group: _____

Date: _____

Time: _____

West Campus **East Campus**

Room(s) Needed:

Fellowship Hall _____

Kitchen _____

Classroom A/B _____

Classroom C/D _____

Sanctuary _____

Whole Building _____

Other _____

Is this a recurring request? _____

Is child care required? _____

If yes, approximately how many children? _____

Note: You **must** follow the Rental Guidelines for the Use and/or Rental of Church Buildings and Grounds. Request a copy if you are not aware of the guidelines.

Signature

Date

Phone

Approved & placed on Church Calendar

Initials

Date