

Room Request Form

(The Sanctuary has a separate request form.)

Today's Date: _____

Contact Information

**Group
Leader:**

**Ministry/
Group:**

**Cell
Phone:**

Email:

Event Information

Event Name:

**Room(s)
Requested:**

NOTE: An alternate room(s) assignment is possible depending on availability.)

Event Date(s):

**Event Start
Time:
Set-up Time:**

**Event End
Time:
Clean-Up
Time:**

**Number of
persons expected:**

**List items that will
be left overnight
in the room
(Ex: music
instruments,
projects, etc.):**

Rooms must be put back to its original set-up. Clean kitchen/room including emptying trash and vacuuming. Dispose of any food or drink. Food and drink are not permitted in the church or school library.

This completed form must be submitted to the church office (by email to lerachel-buffkins@forcey.org, by fax to 301-622-1231 or by hand delivery) at least two weeks before the room(s) is needed. The Group Leader will receive a confirmation email when the request is approved.

FOR OFFICE USE:

Received in church office on: _____ Room(s) to be Used: _____

Approved by: _____