

Room & Equipment Reservation Form
 (this form reserves space/equipment but does NOT approve an event)

Sponsoring Organization /Group _____
 Person responsible for event _____ Phone _____

Room Requested	Day(s) of week	Date(s) (dd/mm/yy)	Event Time		Time Room reserved (includes setup and take down)	
			From:(circle)	To:(circle)	From: (circle)	To: (circle)
		___/___/___	___ am/pm	___ am/pm	___ am/pm	___ am/pm
		___/___/___	___ am/pm	___ am/pm	___ am/pm	___ am/pm
		___/___/___	___ am/pm	___ am/pm	___ am/pm	___ am/pm
		___/___/___	___ am/pm	___ am/pm	___ am/pm	___ am/pm
		___/___/___	___ am/pm	___ am/pm	___ am/pm	___ am/pm
		___/___/___	___ am/pm	___ am/pm	___ am/pm	___ am/pm

Details/Special Requirements,
 Attach separate diagram OR use back of this sheet for diagram.

Room Clean-Up Requirements,

Equipment Requested

- | | |
|-----------------------------|---------------------|
| ___ Use Sunday School setup | ___ CD Player |
| ___ # Chairs | ___ Television |
| ___ # Tabela-6' | ___ VCR |
| ___ # Tables-8' | ___ Slide Projector |
| ___ Podium | ___ Kitchen |
| ___ Overhead Projector | Other: _____ |

Church Administrator: _____

Sponsor Signature: _____