

# Event Reservation Form

*All information below must be submitted before we can make a reservation on the calendar.*

**1. Date of Request:** *(date you turn in this form)* \_\_\_\_\_

**2. What are you requesting a reservation for?**

Church Bus

Church Sanctuary

**Davis Center Area** *(Please check only what you need)*

Fellowship Hall

Kitchen

Game Room

Youth Room *\*see note* \_\_\_\_\_

Music Room *\*see note* \_\_\_\_\_

*\*To reserve these areas, you must get permission from the Youth or Music Minister and have them sign above.*

Gym/Stage

Other *(please explain)* \_\_\_\_\_

**3. Who is requesting this reservation?** *(Sunday School class, individual, ministry, etc....)* \_\_\_\_\_

**4. What is the purpose of this reservation?** \_\_\_\_\_

**5. When is your event?** Date \_\_\_\_\_ Time \_\_\_\_\_

**6. Your Contact Information** *(for questions and/or confirmation):*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers:

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

E-mail: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **FOR OFFICE USE ONLY**

Checked with Office Calendar

Checked with Davis Center calendar

Checked with online calendar

**Rental Fee agreement** \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Confirmed Reservation \_\_\_\_\_