

**ROOM REQUEST FORM**  **ROOM REQUEST FORM**  **ROOM REQUEST FORM**

This form must be completed by all groups or individuals who wish to use one or more rooms.

**ASSIGNMENT OF ROOM IS SUBJECT TO CHANGE due to AVAILABILITY, AND SPECIAL CHURCH EVENTS.**

**Submit your request to the Church Office at least 2 weeks in advance.**

Today's Date: \_\_\_\_\_

Organization/Ministry: \_\_\_\_\_

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

Reservation by: \_\_\_\_\_

**EVENT INFORMATION**

Specific Date(s) of Events: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

(NOTE: You may be assigned another room depending on availability and size of event)

Setup time: \_\_\_\_\_

Event Start 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.)

**CONTACT INFORMATION**

Group Leader: \_\_\_\_\_

Day Phone: \_\_\_\_\_

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

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

**YOU ARE RESPONSIBLE FOR:**

- Setting up and returning room to its original set-up
- Emptying trash and vacuuming
- Turning off all lights
- Kitchen/room clean-up

**PLEASE DO NOT LEAVE LEFTOVER FOOD OR DRINKS IN ROOM OR KITCHEN.**

When you have completed the form, you have three options:

- 1) Email your form to [lerachel-buffkins@forcey.org](mailto:lerachel-buffkins@forcey.org);
- 2) Fax the form to 301-622-1231 or
- 3) Drop your form off in the church office.

Once your request has been approved, the listed contact person will receive a confirmation via email.

RECEIVED IN CHURCH OFFICE ON: \_\_\_\_\_ Approved: \_\_\_\_\_