

CALENDAR RESERVATION

Before scheduling or reserving a date for the church calendar, please complete this form and return it to the church office for approval. The reservation will be approved after confirming that the date you are requesting has not previously been reserved for another function.

ALL church-related functions should be placed on the church calendar, whether they are to be held at the church or another location. The person scheduling the reservation should give this information to the church office.

Today's Date _____

Requested Reservation Date _____

Times From _____ To _____

Person Making the Request _____

Telephone Number (home)_____ (cell)_____ (work)_____

Group/Department _____

Function/Event _____

Room(s) Needed _____

Set-Up Required _____

(tables, chairs, TV, VCR, room arrangement, etc.)

Fee Information _____

Reservation Date Approval _____

(Staff member)