

FOLCROFT UNION CHURCH

REQUEST TO RESERVE A DATE or USE A ROOM
For CHURCH EVENTS, such as meetings, dinners, socials, etc.

FOR USE BY CHURCH MEMBERS and REGULAR ATTENDERS

INSTRUCTIONS: Please provide all of the requested information below and hand this form into the church office, or put it into mail drawer #3. You will be notified when your request has been cleared and posted. Thank you!!

The following activity / meeting has been scheduled for (name of group)

And I request use of (Sanctuary, classroom, kitchen, etc.)

On (day and month) From To (time period)

Type of Activity

Number of people involved

Name Phone

Email / Cell Phone

FOR OFFICE USE:

Date received By

Reviewed and Cleared by

Posted and Requester Notified

Comments