Forest Hills United Methodist Church Room Reservation Request Form

Confirmation E-mail will be sent as soon as request is approved. Please review our Church Utilization Policy. Questions should be directed to Ray Warnock at Rwarnock@tampabay.rr.com or call church office at 932-8081.

Description:

Name of Group/Meeting/Event: _____
(As it will appear on calendar)

Brief Description of event: _____
_____

Date(s): One time event: _____ Expected #attendees: □ Less than 10

For recurring events: □ 11 to 25

Start Date: _____ □ 26 to 50

End Date: _____ □ Over 50

(an update requested for every calendar year)

Frequency: _____ (weekly, monthly, 3rd Tuesday, etc)

Dates in range to exclude: _____ (Holidays and such)

Times: Actual time of event: _____ to _____

Set up time needed: □ None □ 15 minutes □ 30 minutes □ Other: _____

Clean up time needed:□ None □ 15 minutes □ 30 minutes □ Other: _____

(Facilities are to be left in same configuration/condition as found unless otherwise stipulated)

Resources:

Room Requested: _____ 2nd choice _____
(leave blank if no preference)

Special resources: _____
(Podium, Sound, Electronic media, chairs, tables, etc)

Resources such as sound and media may limit room availability. Media usage as well as chair and table set up and take down are available on an as-available basis and may incur an additional fee.

Additional Comments: _____
_____

Contact Information:

Event leader/coordinator: _____
(person there at event)

Reservation contact:
(The person to contact regarding this event and the one to receive E-mail confirmation)

Name: _____

Phone: _____

Address: _____
(Address required only for outside groups)

E-mail: _____

Aug 22, 2008