

Please leave completed form in Facilities mailbox, or in the locked box outside of the church office in the Dix St. hallway.

In order to ensure that your request is completed when desired, please give us at least one week's notice.

Facilities Request Form - Request # _____

Name	Phone # and type
Email	Best Time to Call
Event	Date Submitted
Time/Date required (if applicable)	
Check 1: Request ReportSuggestion	
If this is a request for a room set up, please indicate number and type of tables and chairs. Use space below, or back side to sketch desired room set up.	