

MEETING AND SPECIAL EVENT SCHEDULING FORM (Not rental agreement form)

Today's Date _____ Event _____

Committee _____ **OR** Ministry Team _____

Event date(s) _____

One Time _____ **OR** Reoccurring _____ How Often _____

Event Time _____

Setup Time _____ Clean Up Time _____

Room(s) Requested _____

Is This First Request _____ **OR** Change _____

Person Scheduling The Event _____

Phone Number _____ Email _____

Each group is responsible for their own set up and tear down and any supplies needed. Completed form is to be emailed to _____, dropped off in the church office or faxed to 330-899-9880. A new form must be submitted for any and all changes. Please note that changes are subject to the approval of the office also. Confirmed events will be on the church calendar or a confirmation may be sent by email if requested.

For Office Use Only

Date Confirmed _____ Signed _____