

ROOM REQUEST FORM
JANUARY-DECEMBER 2007

MINISTRY _____

SERVANT LEADER _____

PHONE NUMBER _____

REQUESTED
DATE(S) _____

REQUESTED TIME(S) _____

NUMBER OF EXPECTED ATTENDEES _____

ROOM SET-UP EXPECTATIONS (i.e. tables and chairs, empty room, etc.)

WILL YOU BE USING "BILL'S PLACE" (KITCHEN)? _____