

## Event Request Form

What is the event you'd like to hold at the church?

Place a checkmark beside the rooms in the church you would like to use

Sanctuary                      Shaffer Hall                      Nevada Room

Zarfoss Library                      Parlor

How many people will attend your event?

Contact person for the request?

Sponsoring Committee (if applicable):

Contact Phone # & Email:

Event date:

Day of Week:

Event Time:

Start:

End:

Doors Needed:

Main

Office

Shaffer Hall

Door Times:

Open:

Close:

*(Doors are normally set to be open 30 minutes before and after the start time of an event, unless otherwise specified).*

### **Set-up for Event:**

Time and Date to Set Up Event:

Door Times:

Open:

Close: