

Family of Christ Calendar / Room Request

Name of Event _____

Date of Event _____

Beginning Time _____ AM PM Ending Time _____ AM PM

Approximate size of group _____ Rooms will be assigned according to availability and size of group.

If this is a Recurring Event:

- Daily Weekly Monthly (1st 2nd 3rd 4th last)
 (ex. 2nd Tues of every month)
 Sun Mon Tue Wed Thur Fri Sat

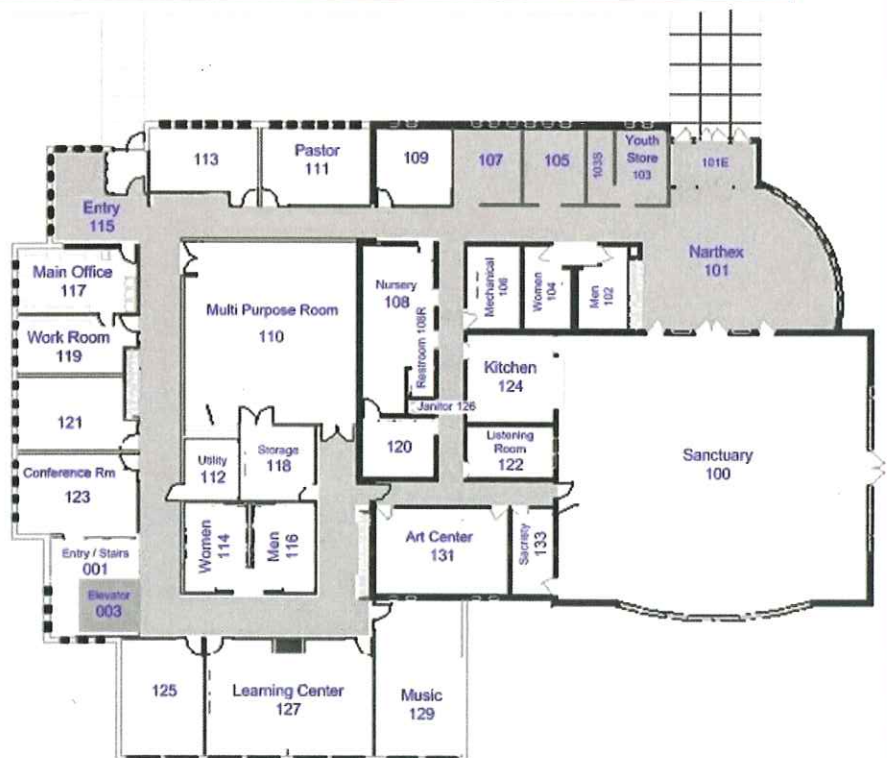
Ending Date of Recurring Event _____

- This is an Ongoing Event

IMPORTANT: List any dates this ongoing event will NOT meet:

Room/s Preferred:

- 100 – Sanctuary
- 105 – Small meeting
- 107 – Small meeting
- 108 – Nursery
- 109 – Small meeting
- 110 – Multi Purpose Room
- 113 – Medium meeting
- 120 – Small meeting
- 121 – Medium meeting
- 122 – Small meeting
- 123 – Conference Room
- 124 – Kitchen
- 125 – Medium meeting
- 127 – Large meeting
- 129 – Music Room
- 131 – Art Center
- 005 – Youth Center (down)



Your Name _____

Phone _____

E-Mail _____

Date Submitted: _____

Other event requests:

- TV/VCR
- Video projector
- Portable PA/Microphone
- White Board
- Other _____