

FOLCROFT UNION CHURCH

REQUEST TO RESERVE A DATE, USE A ROOM, USE THE VAN
For CHURCH EVENTS, such as meetings, dinners, socials, etc.

FOR USE BY CHURCH MEMBERS and REGULAR ATTENDERS

INSTRUCTIONS: Please provide all of the requested information below and hand this form into the church office, or put it into mail drawer #12. You will be notified when your request has been cleared and posted. Thank you!!

The following activity / meeting has been scheduled for _____
(name of group)

And I request use of _____
(Van, classroom, kitchen, etc.)

On _____ From _____ To _____
(day and month) (time period)

Type of Activity _____

Number of people involved _____

Name _____ Phone _____

Email / Cell Phone _____

FOR OFFICE USE:

Date received _____ By _____

Reviewed and Cleared by _____

Posted and Requester Notified _____

Comments _____