

# Room Request Form



Submitted By \_\_\_\_\_ Date Submitted \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Ministry \_\_\_\_\_ Name of Event \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Time of Meeting \_\_\_\_\_  
From To

Room(s) Needed \_\_\_\_\_

Standing Request \_\_\_\_\_  
Every Until

## Diagram of Room Set-Up Draw a diagram showing location & number of chairs, tables, other special equipment needs.

### Other Special Equipment Needs

- marker board       overhead projector       extension cord  
 easel       speaker stand       other

### For Office Use Only

Approved & Scheduled      Assigned To \_\_\_\_\_

Not Approved: Reason(s) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Markers and erasers are available in the administrative office. Please return markers and erasers back to administrative office.  
(Revised 6-1-11)**