ROOM / FACILITY REQUEST

Today's Date: _____

Date Needed: _____ Number of People Expected: _____

Person Making Request: _____ Phone #: _____

Contact Person (if not the same as above) _____ Phone #: _____

Committee, Organization or Event: _____

Who Will Open/Close Building (Must be a church member) _____

Room(s) Requested: _____

Time of day and amount of time needed: _____

Things required: (ex: Podium, microphone, VCR, etc.)

_____

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If your event gets cancelled, please let the church office know so we can take it off our calendar. The church office number is 507/732-5482 or toll free #1-877-458-8193. Thank you!

Any questions or comments: Call Church Office 732-5482 or toll free 1-877-458-8193 or Custodian (Deb Floan) 732-7740 after 3:30 p.m.