

**CHURCH OF THE SAVIOUR  
ROOM/MEETING REQUEST FORM**

Return completed form to Church Secretary

TODAY'S DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

MEETING/EVENT: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

PHONE: (\_\_\_\_)\_\_\_\_\_ E-MAIL: \_\_\_\_\_

CONTACT PERSON (if different than requestor): \_\_\_\_\_

PHONE: (\_\_\_\_)\_\_\_\_\_ E-MAIL: \_\_\_\_\_

DAY(S) & DATE(S) OF MEETING(S) (Example: 1<sup>st</sup> Tuesday of each month beginning MM/DD/YY and ending MM/DD/YY):

\_\_\_\_\_  
\_\_\_\_\_

START TIME (incl. SET-UP): \_\_\_\_\_ END TIME (incl. CLEAN-UP): \_\_\_\_\_

ACTUAL MEETING TIME (starting and ending time) \_\_\_\_\_

ROOM(S) REQUESTED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL REQUESTS:**

- |  |  |
|--|--|
| <input type="checkbox"/> # of chairs _____     | <input type="checkbox"/> TV                |
| <input type="checkbox"/> # of tables _____     | <input type="checkbox"/> VCR               |
| <input type="checkbox"/> Easel with sketch pad | <input type="checkbox"/> DVD               |
| <input type="checkbox"/> Overhead projector    | <input type="checkbox"/> Projection screen |

**SPECIAL REQUESTS (additional fee)**

- |   |  |
|---|--|
| <input type="checkbox"/> Sound system/open lectern mic (\$25)             | <input type="checkbox"/> 2 <sup>nd</sup> piano (\$100) |
| <input type="checkbox"/> Sound/projection system w/COS operator (\$50/hr) | <input type="checkbox"/> Piano tuning (\$100/piano)    |

**FOR OFFICE USE**

Approved by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Room(s) assigned: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Contacts for	Room set-up:	_____ Nancy Skirvin (791-3142, x10)
	Building access:	_____ Nancy Skirvin (791-3142, x10)
	Sound system:	_____ Brad DeRosia (941/704-3395)
	Projection system:	_____ Brad DeRosia (941/704-3395)