

EVENT REQUEST FORM

Name of Event _____

Contact Person's Name _____ Phone _____

Date of Event _____ Time _____ No. Expected _____

Is this event on-going? _____ How often? _____

Will you need set-up time? _____ Will you need the kitchen? _____

Which room(s) in the church will you need? _____

Will you need other items from the church (e.g. tables) _____

List those items here: _____

Any other comments or questions? _____

When we have approved the activity, and checked for other conflicts, we will contact you, and add your activity to the calendar/bulletin. Thanks for your cooperation. **DIVINE SHEPHERD'S PASTOR RESERVES THE RIGHT TO REFUSE THE USE OF THE CHURCH TO ANY PERSON OR GROUP.**

Divine Shepherd's Pastor