\***Important**\*

Please read and agree to the following:

1. Please submit this Room Request 14 days prior to the requested date.
2. If you cancel any of your meetings, please notify Shane McBride ([Shane@fcffamily.com](mailto:Shane@fcffamily.com)) 48 hours prior to the event that you have scheduled.
3. The room must be left in the same condition it was found and ready for use for our next service.
4. You are responsible for set-up and tear down of your event. Please return tables to closets.
5. **There will be a fee of $100 in the event that the building is not left clean. This includes the hallway and restrooms (including sanitizing the commodes and emptying trash cans).**

Please see the attached cleaning form.

I have read and agree to abide by the Room Reservation.

Requestor Date Staff Approved

Not Approved

Reason/Comments:

Equipment & Room Set-Up Needs

Tables: **You are responsible for set-up and tear down**

Round: How Many?

Rectangular 6ft How Many?

Rectangular 8ft How Many?

Chairs: How Many?

Please enter a 4 digit number to be used as your personal code to get into the building:

Event Title:

Type of Event:

Date: Time: From: To:

Est. Attendance:

Brief Event Description:

Bringing Food? Yes No If yes, what kind?

Today’s Date:

Room Requested By: Best Phone Number to reach you:

E-Mail:

Contact Person: (If Different From Above)

E-Mail:

Phone Number: