NORTHMINSTER PRESBYTERIAN CHURCH
BUILDING/ROOM REQUEST FORM

****This form must be submitted to church office 3 business days prior to request date****

Today's Date _____

Group _____ No. of person attending _____

Person responsible for clean up & security _____

That persons telephone number _____

Purpose of meeting _____

Room(s) Requested _____

Date of Meeting _____ Time of Meeting: Begin_____ End_____

Specific Room Set-up Requested: _____

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Your Name _____ Telephone _____

Approved by _____ Date _____