

## Committee Room Booking Request Form

---

Please complete this form to book rooms at Grace for meetings or events.

Kindly email form to [graceucpd@bell.net](mailto:graceucpd@bell.net) or deliver to Church Office.

If Office is closed, please leave form in mailbox marked Office or put through Office door slot.  
The Secretary will confirm booking with the contact person listed, by the end of the next business day. Thank you for your cooperation!

<b>Committee Name</b>	<i>example M&amp;O</i>
<b>Name of Contact –</b> telephone # and/or email	
<b>Purpose</b>	<i>example committee meeting or event (supper)</i>
<b>Room(s) Required</b>	<i>example Parlour, Hall/Kitchen</i>
<b>Date(s) Required</b> <i>If set up and/or clean up time required, please include dates for these</i>	<i>example Thurs March 5, 2020</i>
<b>Timeframes</b> room(s) required. <i>Please include timeframes for set up and/or clean up, if required</i>	<i>example 8:30am -10:30 am</i>
<b>Additional Notes /</b> information i.e. Number of tables and chairs and set up layout required, if custodian to handle. <i>For large set-ups, diagrams are helpful for the custodian.</i>	