

Whitworth Community Presbyterian Church

Room Use/Request Form

Please complete all lines on this request form. We will do everything possible to book your request. Thank you.

Your meeting/event date(s) _____

Time(s) _____

Room Preference: _____

Name of Group: _____

Number of anticipated participants: _____

Briefly describe room setup needs:

Please sketch relevant table, chair and furniture setup on the back side of this form.

Responsible leader of the meeting: _____

Phone numbers: _____

Email address: _____

Alternate meeting leader (in case we cannot contact you): _____

Phone numbers: _____

Email address: _____

It is important to include the name of an alternate, so we have someone to else to contact if we are unable to reach you. The office will contact you or your alternate to confirm or reschedule your request. Thank you for good communication regarding the details of your request! Please return this form to:

Barbara Lee, Communications Assistant, 466-0305 ext 127 barbaral@whitpres.org
Or Lucinda Folsom, Pastors Assistant, 466-0305 ext. 114 lucindaf@whitpres.org

If you have any questions, please also contact one of the above. Thank you.