



# ROOM REQUEST

Please return completed form to Jeff Pijanowski's mailbox

Event \_\_\_\_\_ Group Name \_\_\_\_\_

Room Preference \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_ Group Size \_\_\_\_\_

Is this a reoccurring event?    Yes    No                    Ending Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If yes, when?    Daily    Bi-Weekly    Weekly    Monthly

If weekly, what day?    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

If monthly, what week?    First    Second    Third    Fourth

Holidays/other days group will not be meeting \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Staff Liaison Name \_\_\_\_\_ Signature \_\_\_\_\_

Commission or Committee \_\_\_\_\_

If needed, who in your group would be responsible for locking the building and arming the security system? \_\_\_\_\_

Outside Groups Must Provide Certificate of Insurance

Do you have tech needs?    Yes    No  
If yes, contact Greg Farmer at ext. 246

*I have received a copy of the Hempfield UMC building use policy and agree to adhere to the policy as stated.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: All reoccurring room requests must be renewed on an annual basis in September.*