

First Presbyterian Church - Room Use Request Form -

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

Your meeting date(s): _____

Time(s): _____

Room preference: _____

Name of group: _____

Number of anticipated participants: _____

Briefly describe room set-up needs:

Please sketch relevant table, chair and furniture set-up. Use the back of this form.

Responsible leader of the meeting: _____

Phones: _____

E-mail address: _____

Alternate leader of the meeting: _____

Phones: _____

E-mail address: _____

It is important to include the name of an alternate, so we have someone else to contact if we can't reach you. The office secretary will contact you or your alternate to confirm or reschedule your request. Thank you for good communication regarding the details of your request! If you have any questions, feel free to call:

Jane Wilson, Office Secretary 382 4401 jwilson@bendfp.org

Boyd Levet, Administrator 382 4401 or cell: 390 8321 blevet@bendfp.org