

Building Reservation Request Form
Louisville Church of Christ
Members Only

Date: _____ Day: _____
Start time: _____ End time: _____ (Including set up & clean up)
Event Coordinator: _____ Contact Info (daytime): _____

Building Steward (not needed at time of request, however your event will **not** have a confirmed reservation until the person you selected has contacted the office):

Area requested:

Activity Title:

Group Name: _____ Group Size: _____

Food/Drink: Y/N _____ Decorations: Y/N _____

Electronic Equipment: sound, video, cable TV, VCR or DVD player, easel, etc. Room restrictions may apply.

Tables: Y/N How many? _____ Chairs: Y/N How many? _____ Kitchen appliances: Y/N _____

Other:

Turn this completed form in to the Church Office by email or place in the envelope on the bulletin board outside the Office.

After requesting the room, you will need to schedule your event with one of the following designated building stewards:

Keith West Glass	Chris Pearson	Bob
John Hedges	Barry Traub	Ed (Marilea)Sauer
John Hackman	Caleb West	Bryan Olson
Steve DiPaola	Jody Sauer	Dane Isaac
Sean (Barb)Finch	Bob Leander	David Christy
Robbie Albers	Steve Maytum	
Toni (Steve) Waddell	Noah Glass	
Jayne West		

Building Stewards must personally contact the Church Office to confirm the event's reservation as their accepted responsibility.

The Event Coordinator will then receive a written confirmation from the Office by email or posted mail after the steward for the building has contacted the office.

