



REQUEST TO SCHEDULE EVENT

Please allow the office 1 week to schedule events. Events are generally reviewed on Wednesday Mornings.

Event Name :

Date Request Submitted	Requested by	DATE RECEIVED
<input type="checkbox"/> Single Occurrence	<input type="checkbox"/> Multiple Occurrences?	Frequency
Desired Date(s) From:	Desired Date(s) to	Day of Week
Alternate Date(s) from:	Alternate Date(s) to	Day of Week
Setup time from	Cleanup time to	
Event start time from	Event end time to	
Room (s) Requested	2nd Choice Rooms	

Room Arrangement (all rentals are required to complete their own set up and return the room to standard set up, unless additional custodial fees are

Arrangement Style (sketch on back if necessary)

Comment

Number Expected	Will event require kitchen access?		Yes	No
Chairs #	Type	Tables #	Type	

Equipment Needed:

Event Contact	Email	Phone
Group	Leader	

Staff Involved

Publicity

Other Promotional (Please circle. Not all may be unavailable.):

Bulletin	Newsletter	Electronic Sign	Facebook	Website	Email
Rooms Assigned	Fee \$	Approved By	Date Approved	Fee Received (Date)	

**** ALL RENTAL REQUESTS ARE REQUIRED TO SIGN A COPY OF THE WOODLAKE COMMUNITY APPROACH FOR COVID – 19**

**** ALL RENTALS (WOODLAKE MEMBER, MINISTRY PARTNER OR OUTSIDE GROUP) MUST BE CONFIRMED.**