

Today's date _____

MINISTRY COMMUNITY CALENDAR/ROOM REQUEST FORM

The most up-to-date information on room availability, is on the Google calendar. If you are a Ministry Leader, please contact Eldine Montauban to place your event on the calendar and reserve a room at tbcrooms@yahoo.com or by putting a note in the Room Reservations box. If there are no conflicts, the event will be placed on the calendar and the room will be reserved. Thank you.

Please use this form or if you are submitting your request via email, please be sure to indicate the information below.

Your name: _____

Ministry: _____

Event: _____

Purpose of event: _____

Room(s) desired: _____

Dates(s) desired: _____

(Day of the week, month day, year)

Time desired: From _____ To _____

____ Check if this is a reoccurring event

____ Check if you would like the event added to the www.champs4life.org public Calendar