



EVENT/FACILITY RESERVATION REQUEST

A written request is now required to add your event/reservation to the church calendar. To avoid scheduling errors, this form must be submitted to Ellen Sickinger, in the church office, for processing. A confirmed request will be returned to you to ensure that your event is recorded in the calendar and that your space is reserved.

GROUP: _____

REQUESTED BY: _____

TODAY'S DATE: _____

PURPOSE OF USE: _____

DATE & TIME REQUESTED: _____

SPACE(S) REQUESTED: _____

_____ CHURCH _____ CHURCH HALL _____ KITCHEN
_____ SPACE IN WALK-IN COOLER _____ SPACE IN WALK-IN FREEZER
_____ SIMON PARISH CENTER _____ 1301 VERMONT ST.

Refrigerator and freezer are not available until after 3:30 p.m., M-F. If you have reserved space in the refrigerator and or freezer, you may not access those areas until the time indicated on your reservation form. Any outside deliveries must be made after the time you have indicated on your reservation form.

Rooms also may be reserved in the school building. For availability, call the school office at (785) 843-9511.

Approved by: _____

Date: _____