

## Room Request for Use Form

Room Requested \_\_\_\_\_

Date(s) Needed: From \_\_\_\_\_ To \_\_\_\_\_

Time Needed: From \_\_\_\_\_ To \_\_\_\_\_

Recurring Dates: Monthly, Bimonthly, Weekly, Other – Circle One

Day(s) of Week: \_\_\_\_\_ Week(s) of Month: \_\_\_\_\_  
(i.e. Sun, Mon...) (i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)

Event: \_\_\_\_\_

Number of People Attending \_\_\_\_\_

Group or Individual Making Request \_\_\_\_\_

Telephone Number/email address \_\_\_\_\_

Special Needs/Requests \_\_\_\_\_