

Date of request _____

Date(s) of event(s) _____ Time(s) of event(s) _____

Ministry or individual making request _____

Telephone (home) _____ (work) _____ (cell) _____

email _____

Room(s) requested _____

Purpose of event _____

Projected number of participants _____

Time frame room(s) will be needed _____

Who is responsible for set up/clean up? _____

Who will pick up the keys and when? _____

(All loaned keys are to be returned according to the key checkout policy)

(if applicable) Fee \$ _____ Deposit Received _____

Announcement Guidelines

General announcements at services must be submitted to the office by **noon on Thursdays**.

Bulletin announcements must be submitted to the office by **4 p.m. on Thursdays**.

Announcements for *The Voice* must be submitted to the office by **9 a.m. on Mondays**.

Please call the office with announcements (**299-1913**), or send announcements via email:
(**aludemann@muirschapelumc.com** or **mcoffice@muirschapelumc.com**).

PRC

FAC

AL

DM/BC/MJ

CAL

MCTV

Web