

# ROOM REQUEST FORM



When your ministry requires a room(s) please confirm with the Church Office Staff for calendar availability then use this form to indicate the room(s) needed, the date, time and number of people expected. A Facility Use Checklist should be obtained along with this form. Submit the completed form to the Church Office or email to office@damascuscc.org. Thank you. PHONE 503.658.3179 FAX 503.658.5827

<u>DATE</u>	<u>TIME</u>	<u>ROOM(S)</u>	<u>CONTACT PERSON / PHONE #</u>

EVENT DESCRIPTION:

PLEASE INDICATE ANY SPECIAL EQUIPMENT AND SETUP NEEDS BELOW.  
A DIAGRAM FOR ROOM ARRANGEMENT IS PREFERRED.

- No Changes Necessary  
  Overhead Projector/Screen  
  Podium  
  TV/DVD/VCR  
 Tables:  Round (60") # \_\_\_\_\_  
  Banquet (30"x72") # \_\_\_\_\_  
  Seminar (18"x 60") # \_\_\_\_\_  
 Chairs :  Upholstered # \_\_\_\_\_  
  Plastic/Chrome # \_\_\_\_\_  
  Folding # \_\_\_\_\_

**ROOMS  
(Circle):**

- 101-102
- 103-104
- 105
- 106-107
- 108-109
- 111
- 201
- 203K
- 224
- 225
- 226-227
- Aud
- Gym 204
- Gym 205
- FC
- Gym
- Kitch
- Library
- Nursery
- Crawler
- Toddler
- Mod A
- Mod B
- Mod C
- Mod D
- Prayer Rm