LINCOLN GLEN CHURCH

FACILITY RESERVATION REQUEST FORM

Name of Organization or Group:

Name of Main Contact Person:

Phone Number:

Email:

Address:

Date or Dates Requesting:

Is This Event Recurring: (If yes please specify below)

 Daily Weekly Monthly Yearly

Please Circle One: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Room or Rooms Requesting:

Number of People Estimated: Number of People Under 18 Estimated:

Time of Event: Setup Time Start Time End Time Exit Time

Below is a list of rooms available for rental. Prices are listed as full day rentals and do not include options like custodial, media (sound-lights-operators), childcare, kitchen coordinator, setup, or tear down. The number of people allowed in each room greatly depends on the table or chair setup configurations.

Sanctuary

Fellowship Center

Fireside Room

Fellowship Room & Kitchen

Conference Room

Large Classroom (Rm. 11 Upstairs)

Small Classroom (Rm. 6)

Date:

Signature of Person Requesting:

Signature of Lincoln Glen Church Staff