

Room Reservation Form

When members of Hope Community Church need a room at the church for their ministry group to use, the room must be reserved to insure it is available. To reserve a room, simply fill out this form and provide it to the Hope Facilities Director.

Please provide the following information:

(You may either print out this form and deliver it to the Hope Facilities Director Larry Cox, or provide the information in an Email sent to: larry@hopecc.net)

Your Name: _____

Your Phone: _____

Your Email: _____

Date room is needed: _____ Time room is needed: _____ to _____

Purpose Room is needed: _____

Group Name/Type: _____

Approximate # in group: _____

Specific Room requested (if any): _____

Equipment needed (A/V, marker board and markers, etc., if any): _____



COMMUNITY/CHURCH