

HBC Room Requisition Form Internal Group or Committee

Today's Date: _____

Name of Requester: _____

Requester's Phone Number(s): Home _____ Cell _____ Work _____

Date Room(s) Needed: From _____
(Day/Date/Time)

To _____
(Day/Date/Time)

Purpose: _____

Room(s) Requested (include room name & number): _____

Table/Chairs/Equipment Set-up needed: _____

Name of Group Leader: _____

Group Leader's Number(s): Home _____ Cell _____ Work _____

Important Notice: Please sign and turn into the church office – you will be notified within one week regarding the request. The Church Sexton will make arrangements at that time regarding key pick-up if required. It will be your responsibility, as the requester, to pass this information on if you will not be picking up the key.

Requester's Signature _____ Date _____

____ Available Room Name(s)/Number(s): _____

____ Unavailable – Reason: _____

Sexton's Signature _____ Date _____

Finalized Distribution:
Original to Admin Asst. for calendar notation and filing; Copy to: Requestor