

Calendar Entry and In-House Building Use

(please place completed form in office inbox or email to office@oslc-warrenton.org)

Event Title _____ Today's Date _____

Ministry/Committee _____ Circle Team: Caring Admin FG&D Worship

Contact _____
(Name) (Email)

SPACE REQUESTED Fellowship Hall ___ Kitchen ___ Library ___ Nave ___ Yard ___
Classroom(s) # _____ Youth Room (#7) ___ Daughters of God (#6) ___ Parking Lot ___

Phone _____ (H) _____ (W) _____ (C)

If you are not attending, who will be in charge? _____

Phone _____ (H) _____ (C)

Type of activity _____ Number attending _____

If this is a child or youth activity, who are the chaperones:

Name _____ Phone _____

Name _____ Phone _____

Day(s) of the week _____ Date(s) _____

Series dates _____
(ex: first Monday, Mar 5 - Oct 1, 2018; every third Sat of the month)

Set up Time from: _____ to: _____

Event Time from: _____ to: _____

Clean up Time from: _____ to: _____

Comments/Questions:

Need Equipment? (bus, speakers, TV, dvd player, screen)

If you will be using the Fellowship Hall, please provide table & chair placement either as a drawing or a description with number of tables and configuration. Email with this form to: office@oslc-warrenton.org.