

# Zion Lutheran Church Room Reservation Request

Today's Date \_\_\_\_\_

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event End Time \_\_\_\_\_

Room(s) Needed for Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Set Up Start Date \_\_\_\_\_

Set Up Start Time \_\_\_\_\_

Clean Up End Date \_\_\_\_\_

Clean Up End Time \_\_\_\_\_

Room(s) Needed for Set Up/Clean Up \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name(s) \_\_\_\_\_

Contact Phone Number(s) \_\_\_\_\_

Contact Email \_\_\_\_\_

\_\_\_\_\_