



CHURCH CALENDAR/FACILITY REQUEST FORM

In order to reserve use of the building, please return your completed form **14 days prior** to your event. Should your event cancel or change, please contact the church office as soon as possible. Submit this form to the **church office**. Submitting a form does not guarantee your event. If you have any further questions, please contact the **church office**, 205-631-7790.

General Information

Name _____ Phone _____

Name of Group/Ministry _____ Today's Date _____

Event Information

Event to be place on Calendar _____

Date of Event _____ Time: From _____ To _____

Location/Room No. Required _____

Person in charge of event _____

Does event require Audio/Video? _____

Comments _____

**Please restore area used to Original Setting (chairs, tables, pick-up & take-out trash, etc.)
ChristWay Church is not responsible for accidents or injury resulting from use of any of
its facilities. Upon approval of this event, the church office will contact you and schedule
the event on the master calendar, bulletin and web site.**

For Official Use Only

Authorized Signature _____ Date _____