



TABERNACLE UNITED METHODIST CHURCH

DATE REQUEST FORM

Please use this form to request a date be added to the master calendar.  
(If there is a conflict on the date requested or arrangements, you will be contacted.)

DATE SUBMITTED \_\_\_\_\_

DATE OF EVENT/MEETING \_\_\_\_\_

REQUESTED BY \_\_\_\_\_

NAME OF EVENT/MEETING \_\_\_\_\_

LOCATION (SANCTUARY/CHAPEL/ROOM/OFFSITE) \_\_\_\_\_

START TIME \_\_\_\_\_

END TIME \_\_\_\_\_

STANDING REQUEST: Every \_\_\_\_\_ Until \_\_\_\_\_

ADDITIONAL NEEDS: KITCHEN \_\_\_ FELLOWSHIP HALL \_\_\_ SOUND EQUIPMENT \_\_\_ NURSERY \_\_\_  
BBQ PIT \_\_\_ BALLFIELD \_\_\_ OTHER \_\_\_\_\_

CONTACT PERSON/COMMITTEE CHAIRPERSON \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**Office Use Only**

Date and space requested is available  Yes  No

Approved  Yes  No

Event placed on Master Calendar by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_