



Please print and fax to (770) 484-9394  
or save as PDF and email to admin@newcov.org

# MEETING/ROOM REQUEST FORM

## REQUESTOR'S INFO

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

Name of Ministry/Division: \_\_\_\_\_

Event/Class Meeting Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start/End Meeting Time(s): \_\_\_\_\_ #of Attendees: \_\_\_\_\_

Recurring Event:  Yes  No If yes, cycle of recurrence \_\_\_\_\_

Space Requested:  Classroom (s) How many? \_\_\_\_\_

Fellowship Hall  Sanctuary  Foyer Table

Resources for meeting space:  Tables  Chairs  Tables and Chairs  Podium

Flip Chart  Markers

A/V Equipment:  TV  DVD Player  CD Player  Projector  Projector Screen

Purpose of Meeting/Event: \_\_\_\_\_

**Submit form ten (10) business days prior to requested meeting date. Requests are not guaranteed so please prepare for other options. \* If request is part of an event, all forms must be submitted in "Event Planning Packet" three (3) months in advance.**

**In the event of cancellation, please notify the church office five (5) business days prior to meeting date via e-mail at [admin@newcov.org](mailto:admin@newcov.org) or telephone at (770) 484-9300..**

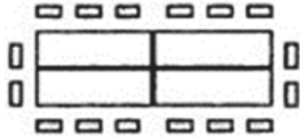
**Submit completed form to [admin@newcov.org](mailto:admin@newcov.org)**

OFFICE USE ONLY	
Requested Date Available <input type="checkbox"/> Yes <input type="checkbox"/> No	Request Time Available <input type="checkbox"/> Yes <input type="checkbox"/> No
Room(s) Assigned _____	Approved By _____ Date _____
Request Denied By _____	Reason(s) _____
Requester Notified of Decision <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Dated: _____
Notified: _____	

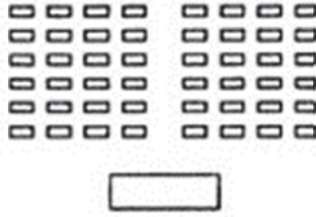
# Seating Styles

(Check One)

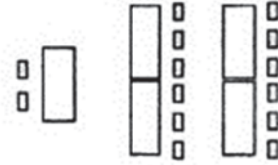
## Conference



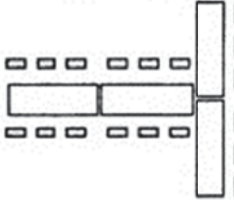
## Theater / Lecture



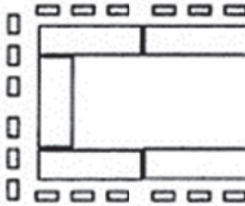
## Classroom Style



## T-Shaped



## U-Shape



## Reception / Buffet



## Circle



*Other (please describe):*

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**\*Please note - Rooms are set up in standard format (see standard format posted on room wall). Ministry is responsible for returning room to standard format and aiding the facilities team with clean up and returning room to standard format following major events.**