



Calendar Scheduling Form

Use this form to request a date be added to the master calendar. If there is a conflict on date or arrangements, you will be contacted.

Submit completed form to church office. Email Office@DiscoverUnion.org

Application Date: _____

Name of church program organization: _____

Event: _____

Event date: _____

Day of the week (circle): S M T W T F S

Beginning time: _____

Ending time: _____

Recurring? _____ If yes, until when?

Facilities needed:

Number of anticipated participants: _____

Contact Person: _____

Phone: _____

Email: _____

Please note: Special room set-up is the responsibility of the applicant unless arrangements are made with the church office prior to the event. Any furniture in the room (or borrowed) should be returned to its original place and arrangement. Floors should be cleaned. If the kitchen is used, it should be cleaned and all trash taken to the fenced in area out back.

Also, please read the Building Usage Policy for detailed instructions. Insurance is required for any non-church function.

Office Use Only:

Date and space requested is available ___ Yes ___ No

Approved _____ _ Yes _ No

Event placed on Master Calendar by: _____ Date: _____

Comments: _____
