

# Calvary Episcopal Church

3766 Clifton Ave. Cincinnati, OH 45220 513-861-4437 [www.calvaryclifton.org](http://www.calvaryclifton.org)  
Judy Gardner, Parish Administrator [calvaryclifton@fuse.net](mailto:calvaryclifton@fuse.net)

## **REQUEST FOR USE OF CHURCH FACILITIES – Church Group**

Date Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_\_By \_\_\_\_\_

By \_\_\_\_\_

Reserve Date(s) \_\_\_\_\_

Reserve Time      From \_\_\_\_\_ a.m./p.m.      To \_\_\_\_\_ a.m./p.m.

Event Time      From \_\_\_\_\_ a.m./p.m.      To \_\_\_\_\_ a.m./p.m.

Event Description \_\_\_\_\_

Name of Event/Group

Name of Event/Group

Number of people expected \_\_\_\_\_

Room(s) desired

Equipment desired, i.e. linens, projector etc.

CONTACT PERSON NAME

## CONTACT PERSON PHONE

## CONTACT PERSON EMAIL

As a representative of the above mentioned group, I agree to the terms and conditions outlined in Calvary's Building Use Policy. By signing below I acknowledge that I have read said policy and understand failure to comply could result in financial responsibility for damages and/or removal of building use privileges.

### Signature

Name (Please Print)

+++++

## FOR OFFICE USE ONLY

Date Approved: \_\_\_\_\_

Room assigned: \_\_\_\_\_