

OCC Room Request

Date Submitted: ____ / ____ / ____

By: _____ Phone #: _____

Date: From: ____ / ____ / ____ To: ____ / ____ / ____

Reserve Time: From: _____ To: _____

Event Time: From: _____ To: _____

Event: _____

Anticipated Attendance: _____

Room(s) and Resource(s) Needed:

Comment:

***** Return completed request to the Church Office *****