

Guide Church
4751 Northwest Parkway
Hilliard, Ohio 43026
614-385-1535

**ROOM & VEHICLE RESERVATION &
AGREEMENT** Please complete the entire form and press "Submit" button.

Event Name: _____

Contact/Responsible Person's Name: _____

Email _____ Phone No. _____ Cell No. _____
You will receive a confirmation email when your activity is added to the calendar.

Date(s) requested _____

Start time (include AM/PM): _____ End Time (include AM/PM): _____

Person in charge of Lock up: _____

Room(s) Requested:

____ Worship Area

____ Kids Area

____ Main Lobby

____ Conference Rm

____ Toddler Room

____ Adult/Child Classrooms

(Please list classrooms below)

If Classrooms were selected, please list here:

Special needs or requests:

With this reservation it is understood that the room(s) used will be returned to the pre-event condition. If food and/or drinks are served, all spills, crumbs, etc. will be cleaned up.

If your activity is cancelled, please contact the church office so the calendar can be updated!!

*On events ending **9 pm or later** on Saturday nights will require extra clean up in order for the church to be ready for Sunday services. A list of these extra cleaning activities will be provided.

OFFICE USE ONLY:

Church Calendar _____ Website _____ Desk Calendar _____ Pastor Approval _____