



**GRACE EPISCOPAL CHURCH
SPACE RESERVATION REQUEST FORM**

Please provide the following information and return the reservation request to Cindy Harper at gracechurch2955@gmail.com.

Name of Organization:	
Contact Person:	
Phone:	
Address:	
Email:	
Date & Time of Meeting:	
Is this a recurring meeting?	
If yes, please list additional dates requested	
Number of attendees	
Purpose of gathering	
Do you need the kitchen?	
Are there any additional set up needs or special equipment that will be brought in?	
Preferred room	
Comments	