

*Scheduling Request – St. Luke’s UMC*

Today’s Date: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Name/Description of Event: \_\_\_\_\_

Space Requested: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Beginning and Ending Times Needed: \_\_\_\_\_

Number of People: \_\_\_\_\_

Name of Person Requesting Space: \_\_\_\_\_

Your email: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

Any special notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....  
**Office Use Only:**

Space Assigned: \_\_\_\_\_

Person requesting space contacted to confirm space? \_\_\_\_\_

Person who assigned space: \_\_\_\_\_

Additional Notes: