

SonCoast Community Church

7500 E. Country Club Blvd., Boca Raton, FL 33487 ♦ 561.997.6601

ROOM REQUEST

Complete the form with the requested information and return to the church office. Plan far enough ahead to ensure availability.

Ministry Group: _____

Person Responsible: _____

E-mail Address: _____ Primary Phone Number: _____

Date(s) of Use: _____

Start Time: _____ End Time: _____

Frequency:

One time

Monthly

Weekly

Other _____

Room(s) Requested (check all that apply):

Sanctuary

Lobby

Fellowship Hall (all rooms including kitchen)

Fellowship Hall (Kitchen area and first room)

Fellowship Hall (Middle Room)

Fellowship Hall (East Room only)

Upper Room (Front)

Upper Room (Back)

Patio

Patio and Grounds

Nursery / Preschool area

Purpose of Event: _____

Participants/Audience: _____

Will food be served? Yes No Explain if yes: _____

Audio-Visual / Media Needs: _____

_____ Sound engineers needed? Yes No

Office Use Only

Date of Submission: _____ Received by: _____

Approved by: _____ Requester Notified on: _____