

Date submitted \_\_\_\_\_

## Multiple Event/Meeting Room Use Request Form 2015 - 2016

Group and/or Reason for Meeting \_\_\_\_\_

Contact Person \_\_\_\_\_

Email \_\_\_\_\_ phone # \_\_\_\_\_

Please CHECK if you want this contact info put online.  YES

Group will meet year round  YES  NO

If NO, please give start and end dates \_\_\_\_\_

If YES, meetings will only be scheduled through June.

### Meeting information:

Weekly  Monthly  Other \_\_\_\_\_

Times of Meeting \_\_\_\_\_ (DOES NOT include set-up/clean-up time)

Day of Week \_\_\_\_\_

Start \_\_\_\_\_ AM/PM End \_\_\_\_\_ AM/PM

(DOES include set-up and clean-up time)

***Make sure to inform the COVE office of any changes.***

### Room Requested:

Sanctuary (capacity 220)

Winslow House (capacity 20)

Parish Room (20 people - capacity 73)

Barn Room (capacity 15) Room # \_\_\_\_\_

Fellowship Hall (capacity 99)

Library (capacity 10)

### Additional Notes or Details:

**It is extremely important to keep the COVE office informed of any changes.**

**[cove@firstparishbrewster.org](mailto:cove@firstparishbrewster.org) or 508-896-5577 ext 312. THANK YOU!**

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