

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

## Single Event Room Use Request Form

Event \_\_\_\_\_

Group and/or Individual \_\_\_\_\_

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

Email: \_\_\_\_\_ phone: \_\_\_\_\_  
(please note this contact info maybe put online.)

Date of Event: \_\_\_\_\_

Times of Event: \_\_\_\_\_

**(does not** include set-up and clean-up time)

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

**(does** include set-up and clean-up time)

Do you need an alternative day/time for poor weather?

Alt. Date/Time of Event \_\_\_\_\_

Room Requested:

- Sanctuary (capacity of 220 people)
- Parish Room (over 20 people - capacity 73)
- Fellowship Hall (capacity 99 people)
- Winslow House (20 people or fewer)
- Barn Room (15 and under)
- Library (less than 10)

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!

FOR OFFICE USE ONLY			Office Notes
	Date	Initials	
Received			
Computer			
Paper			