

***Shepherd of the Valley Lutheran Church
Scheduling Request Form***

Please fill out this form with your request for use of facilities. It is important it be filled out exactly.

Date _____ - _____ - _____ Shepherd of the Valley Related Event? ___ Yes ___ No

Organization _____

Contact Person _____

Address _____

City/State _____ Zip/Postal Code _____

Phone _____ Fax _____

Email _____

What space do you wish to use? _____

What date do you want to use it? _____ - _____ - _____ (If multiple dates, please list on the back)

What time do you need? Starting: _____(am)(pm) Ending: _____(am)(pm)

Setup: _____ (minutes) Cleanup: _____(minutes)

Approximate number of people attending: _____

DONATION _____ OR FEE: Deposit amount _____ Rental amount _____

What frequency (one time, daily, bi-weekly, weekly, monthly, etc.)? _____

Any exceptions to the frequency (certain dates, months, etc.)? _____

Will any funds be solicited, products promoted or items sold? ___ Yes ___ No

EXPLAIN: _____

Needs: PLEASE SPECIFY QUANTITY *Note: You are responsible for your own set up and clean up.*

____ Chairs _____ Long Tables _____ Round Tables _____ Podium _____ Screen _____ VCR/TV Monitor

____ Sound System _____ Projector

PLEASE NOTE!!!

Please return this form to the office as soon as possible. You will be informed if we are unable to schedule this event or if there are any changes to the schedule you requested.

1500 W. Maryland Ave., Phoenix, AZ 85015
Office: (602) 249-1936 Fax: (602) 249-1983
Form may be emailed to: ccarpenter@sov.us

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USE THIS SIDE FOR MULTIPLE DATES / TIMES

Date?	From when to when?	Date?	From when to when?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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