

DATE AND TIME RECEIVED IN CHURCH OFFICE  
Office Use Only

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**Request to SCHEDULE or CANCEL an Event on the Church Calendar**

When requesting or cancelling space in the church building,  
fill out this form completely and submit it to the church office or email it to  
*churchoffice@osumc.org* for processing,

*Please note rooms are reserved on a first come, first served basis.*

TODAY'S DATE \_\_\_\_\_

PERSON SUBMITTING FORM \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

COMMITTEE OR GROUP NAME \_\_\_\_\_

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**➔ MUST CHECK ONE:**     SCHEDULE THIS EVENT         CANCEL THIS EVENT

NAME OF EVENT \_\_\_\_\_

**DAY(S)** OF THE WEEK REQUESTED \_\_\_\_\_

**DATE(S)** REQUESTED \_\_\_\_\_

START AND END TIME OF EVENT \* \_\_\_\_\_

NUMBER OF PEOPLE TO ATTEND \_\_\_\_\_

ROOM(S) REQUESTED \_\_\_\_\_

ADDITIONAL INFORMATION \_\_\_\_\_

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**FOR A RECURRING EVENT PLEASE PROVIDE ALL REQUESTED DAYS AND DATES**

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\* Set up and take down time may be noted here:

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