

## FPCRO Calendar Request — 2021-22 Program Year

The Program Staff are now preparing the calendar for the next program year. Your help is needed to make this calendar as accurate as possible! Use this form to indicate when your group, committee, or event would like to use the church.

Please note the following:

- Session approval may be required for your request.
- If your group meets in the same place and time on a **weekly** basis, please write it in the appropriate section below (for example: every Thursday, at 7:00 p.m. in Fellowship Hall, beginning on September 1). If your group meets **monthly**, please write it in the appropriate section. If there are known dates your group *will not* be meeting, indicate those dates in the space provided. Please indicate if your group meets **in-person**, **virtually**, or as a **hybrid option**.
- If your group does not meet on a regular schedule, please indicate the individual month, date, time, and desired room(s) for each meeting. If a meeting date is unknown currently, choose a date and a room and mark it “tentative” or “TBD.”
- Please contact Sally Gilreath at [sgilreath@fpcro.org](mailto:sgilreath@fpcro.org) if you have any questions or to make any additions, cancellations, or changes to the schedule. If there are scheduling conflicts with your request, you will be contacted. Please be aware that every effort is made to accommodate the booking preferences of our church groups.

To avoid booking conflicts, all requests must be in writing. Please use the *Room Reservation Form* available at the reception desk. If your meeting requires a specific set-up, room arrangement, or equipment such as DVD player, etc., please fill out a *Room Set-Up Form*, also available at the reception desk, and leave completed form in Alan Glasel’s mailbox. Thank you in advance!

**Group:**

**Current Contact:**

**Phone Number(s):**

**Email:**

**Contact in Aug. (if known):**

**Phone Number(s):**

**Email:**

### Groups Meeting Weekly (same time/place):

Beginning (start date) \_\_\_\_\_ our group will meet on (*check one*)

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

of each week in (*room / location*): \_\_\_\_\_ from (*start time*) \_\_\_\_\_ a.m.  / p.m.  until (*end time*) \_\_\_\_\_ a.m.  / p.m.

Our group will not meet on the following dates:

**Groups Meeting Monthly** (same time/place):

Our group will meet on the (*check one*) 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  5<sup>th</sup>   
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday   
 of each month in (*room / location*) \_\_\_\_\_ from (*start time*) \_\_\_\_\_ a.m.  / p.m.  until (*end time*) \_\_\_\_\_ a.m.  / p.m.

Our group will not meet on the following dates:

**Other Groups**

(*Indicate in Notes time needed for set-up and tear-down.*)

| Date | Time ( <i>specify a.m. or p.m.</i> ) |     | Location Requested |
|------|--------------------------------------|-----|--------------------|
|      | Start                                | End |                    |
|      |                                      |     |                    |
|      |                                      |     |                    |
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**Notes:**

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