



Facilities Use Request Form

- Please complete this request form and return it to the Parish Administrator at info@cogsdunedin.com. You will be notified within 7 days whether your event is approved.
- Please submit a separate form if you need specific set-up and clean-up time(s) for your event.
- Please submit all forms at the same time whenever possible.

GROUP/EVENT NAME:

Meeting Date(s):

Approx Attendance:

Day of Week:

Month and Day of First Meeting:

Frequency of Use: One Time Only Daily Weekly Monthly
 Other (describe)

Start Time:

End Time:

CONTACT PERSON:

Phone:

Email:

ROOM/SPACE DETAILS

Room(s) or Space Requested:

I will need the following:

Please set up the room in this manner:

Once approved, contact the church office at 727-733-4125 or sexton@cogsdunedin.com, if you need to cancel or reschedule your request. For special set-up or room arrangement requests beyond tables, chairs, podium, etc., please contact the Sexton directly.

Office Approval by:

C:/AAA/Forms/Facility Use Request

E-calendar

Copy to Sexton