

Please print this form and mail to the church office.

Covenant Presbyterian Church
816 Olive Street
Scranton, PA 18510
Phone: 570-346-6400

ROOM REQUEST

Organization or Committee: Address:	Date of Event:	Time of Event:
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Room Requested: Available: _____ Not Available: _____	Room Assigned:
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Description of Room Set-up, # of chairs, tables, equipment needed, etc. Any other comments:
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Drawing of Table placement in Room:

Contact Person: _____

Date: _____

Phone #: _____