FC FREEDOM CHURCH
516 Production Street, Ste. 200
Aberdeen, SD 57401
(605) 725-0777

ROOM REQUEST FORM

Please complete the Room Request Form and submit to the Freedom Church office. ***All forms must be submitted for approval two weeks before the date the room is needed to allow adequate time for processing****. All Requests that are not approved with be returned to you with an explanation from a Freedom Church staff member. Once request has been approved, you will be contacted by a Freedom Church staff member. All rooms will be inspected after use by the staff member who approved the Request. Rooms must be returned in a condition equal to or better than which it was received (clean and in working order) in order to be considered for future use.*

Name _____ Date _____

Address (do not give a PO Box #) _____

City _____ State _____ Zip Code _____

Daytime phone number _____ Other _____

Room You are Requesting	Date(s) Needed
_____	_____
_____	_____
_____	_____
_____	_____

Reason for Request:

_____

_____

_____

_____

Office Use Only:

_____ Approved

_____ Not Approved

_____

_____

_____

_____

_____
Signature

_____
Date