

Unitarian Universalist Church of Spokane

DIGITAL PROJECTOR RESERVATION REQUEST FORM

Please fill out the following information and return to the office during regularly scheduled office hours (Mon-Thu, 10:00 a.m. to 2:00 p.m.) at least ONE (1) BUSINESS DAY in advance of your event. Please fill out an individual request for each event that you will need to use the projector.

NAME(S): _____

CONTACT PHONE NUMBER _____

TEAM(S): _____

DATE(S)
NEEDED: _____

TIME(S)
NEEDED: _____

EVENT: _____

SIGNATURE: _____

DATE: _____

SPECIAL NOTES *(if any)*:

THIS SPACE FOR OFFICE USE ONLY PLEASE

DATE REQUEST RECEIVED IN OFFICE: _____

RECEIVED BY: _____

APPROVED BY: _____