

Grace Crossing A Community Church of Christ

Event and Room Request

Personal Information	
Ministry or Responsible Party	
Contact Name	
E-mail	
Phone	
Address	
Room Information	
Date(s) requested	
Event Description & Time	
Room(s) Requested	
Arrival and Departure Times (Include setup and clean up time)	
Childcare requested	
A/V requested	_____ Sound _____ Video _____ Lighting
Room Equipment requested	__ __ # of Tables _____ # of Chairs _____ Other: _____
Publicity requested	
Instructions	
Fill out and return this page prior to your reservation, along with payment, to the church office (fees & deposits noted on page 3)	Grace Crossing A Community Church of Christ Attention: Facilities Reservations 105 FM 1488 Rd Conroe, TX 77384
Phone	936.442.5700
Fax	936.442.5788

This request will be TENTATIVELY placed on the church calendar pending review by the Ministerial Staff. This review may take up to two weeks to ensure there are no conflicts, and you will be notified after review. Submission of this form does not guarantee approval. **By signing this request you acknowledge that you have read and agree to all terms and conditions of Grace Crossing's Facilities Use Policy.**

For Office Use Only	
Date Received	
Date Approved	
Date Notified	

Signature

Date of Request