



2811 Fendall Avenue | Richmond, VA 23222
 Glorify God | Edify the Church | Lift the Community

Meeting Space Request Form

Please specify any meetings you have planned now and/or throughout the remainder of the year and return this form to the church office. As we are pressed for space, the information you supply will assist us in assigning meeting space. **Please allow 24-48 hours to get approval for the request.**

If this form is not returned to the office, your meeting will not be placed on the church calendar and a meeting space will not be provided. Please note that choosing a particular meeting space does not guarantee you that space.

Ministry Name

Meeting Date(s)	Meeting Time	# of Attendees	Type of Meeting / Business / Workshop	Room / Space Requested If Available

FORM SUBMITTED BY:
DATE SUBMITTED:
CONTACT NUMBER(S):

Email completed form to receptionist@ourtbc.org