



Proverbs' CoffeeHouse

Request for Use

Please submit request 2 weeks prior to event.
Fax your request to: 805-482-0667

Please place an **X** in the box next to the request category:

- New Event
- Recurring Event
- Change request
- Cancellation

Name of Event (as it is to appear on the calendar)

Please place an **X** in the box next to the room being requested:

Event Date: _____

Number of attendees: _____

Time: Start: _____ End: _____

- Main Conference
- Library Young Adult

Early set-up required? Start time: _____

Age Range: _____

Other: _____

Purpose/Description of Use:

Please place an **X** in the box if using.

- Coffee/Food service Television Sound system Music Equipment
- *Performance (describe) _____
- *Media (describe) _____
- Other (describe) _____

** Note: Comprehensive copies of all Media and Performances to be introduced at the CoffeeHouse must be submitted for timely review, along with Request for Use.*

Requestor (print) _____ Phone # _____ Date _____

Signature _____

Member Sponsor: _____ Phone # _____ Board/Committee _____

For Office Use

- Approved and Scheduled
- Not Approved

Reason(s) for Decision:

Reviewer: _____

Date: _____

Reviewer: _____

Date: _____

Reviewer: _____

Date: _____