

EASEL REQUEST FORM

Dardenne Presbyterian Church

<p>Office Use: Communications Coord. Approval _____ Date entered in Service U _____ Confirmation # _____ Requestor notified _____</p>
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Today's Date: _____

Person Requesting easel: _____ Organization: _____

Phone: _____ Email: _____

Purpose for Easel: _____

Place for Easel: _____Mission Hall _____ Salmon Hall (Easels not allowed in Narthex or Robinson Hall)

Date(s) Requested: _____

A maximum of 3 Sundays per event can be reserved per DPC guidelines.
Requests should be made a minimum of 1 week prior to the first date needed.
The content of any item place on the easel MUST be approved by the
Communications Coordinator.

Guideline for Use of Facility
Attachment 4