



CHRIST EPISCOPAL CHURCH

1534 Seventh Street
Slidell, Louisiana 70458
Phone: 985.643.4531
Fax: 985.641.5842

Office Hours:
Tues.- Fri. 9am - 3pm

2009-2010 Meeting Request Form

Please fill out the form below and return it to our church office. Upon approval of the requested meeting time, you will be given a code/key to be used for the duration of your organization's meeting.

Date _____

Name of Organization: _____

Organization Mailing Address: _____

Organization Phone Number: _____ Fax number: _____

Requested meeting date and time: _____

Please provide both a starting and ending date for your meeting request

Requested meeting location: _____

The following information should be completed by the responsible party for the organization seeking meeting accommodations at Christ Episcopal Church.

Name: _____

Home Phone Number: _____

Address: _____

Cell Number (if applicable): _____

Email Address: _____

I, the undersigned, acknowledge that I am responsible for any and all damage of/to the requested meeting space at Christ Episcopal Church.

I also acknowledge that Christ Episcopal Church is in no way responsible for any injuries that may occur to members of our organization while we choose to use Christ Episcopal Church for our meetings.

*I also understand that all requested meeting times must be submitted in writing to the parish administrator, using the above form, no later than **one month** prior to the first requested meeting date/time.*

I understand all meeting requests are subject to approval by the church office. I understand that Christ Episcopal Church is not required to accommodate any deviation from the above written time.

I will also return any codes or keys to Christ Episcopal Church after our organization has completed our use of the facility.

I also understand that no payment can be accepted to our organization for any reason while we choose to meet at Christ Episcopal Church.

Signature _____

Date _____

(Responsible Party)

Print Name _____

Please Note: While we cannot ask for payment for the use of our facilities. We would welcome any donation to help offset the cost of upkeep for your meeting space and the use of utilities. We thank you for your support of Christ Episcopal Church.