



TheAlley Room Request Form

Event Name _____

Event Date(s) _____

Time(s) _____

Contact: name _____

Contact email _____

Contact phone _____

Description of event (examples: church youth gathering, Ingalls wedding, mission meeting)

Area or Room(s) to be used (Includes parking lot if it's an outdoor event)

Audio and visual requests? _____

Need someone to unlock doors? yes _____ no _____

Furniture requested, please include the number of items and a visual description of where it should be placed. Please return items to original location, if moved.

We have a voluntary cleaning crew, so please help out by cleaning up after your event and taking trash to the outside trash bin. Thanks.