



**For office use only:**

**Date request received:** \_\_\_\_\_

**Confirmation of availability:**

- \_\_\_ Date and time
  - \_\_\_ Pastor \_\_\_\_\_
  - \_\_\_ Organist
  - \_\_\_ Custodian
  - \_\_\_ WC
  - \_\_\_ Check for any major city activities in Baker Park
- 

**Initial meeting date:** \_\_\_\_\_

Receipt of Scheduling Deposit:    Check # \_\_\_\_\_ Date received: \_\_\_\_\_

Receipt of Final Payment:        Check # \_\_\_\_\_ Date received: \_\_\_\_\_

NOTES: