

# Church Venue Reservation Form

Use this **church venue reservation form** sample to streamline the booking process for gatherings and special events. It helps ensure all necessary details are collected efficiently, making event planning smooth and organized. Perfect for churches hosting community meetings, worship services, or social functions.

## Contact Information

**Full Name:**

**Email Address:**

**Phone Number:**

**Organization/Group Name:**

## Event Details

**Event Name:**

**Type of Gathering:**

e.g. Worship service, Community meeting

**Event Date:**

**Start Time:**

**End Time:**

**Estimated Number of Attendees:**

**Requested Space/Room:**

e.g. Main hall, Fellowship room

## Resources & Equipment Needed

- Audio System**
- Video Projector**
- Extra Chairs**
- Tables**
- Kitchen Access**

**Additional Requests or Notes:**

## Terms & Confirmation

**I have read and agree to the church's facility use policies.**

[Submit Reservation Request](#)