

REQUEST TO MOVE PEWS FORM

Date of Event: _____

Event: _____

Responsible Person: _____

Phone number: _____

Circle pews that need to be moved on diagram on reverse.

Please return this form 24 hours in advance of the event.

1. The person sponsoring or coordinating the event is responsible for making sure they have enough capable people to move and restore the pews.
2. The person responsible needs to call the church office at 488-3654 after the event is over and the pews have been put back in the proper place.
3. A church staff person will check to see if the pews have been put back properly.
4. If the person responsible forgets to call the church office and the sanctuary has not been put back, the person will be called and will need to return and put the sanctuary in order.
5. Pew request forms are available from the school and church offices and the OSLC website at www.oursaviorhawaii.com.