

REQUEST TO MOVE PEWS FORM

Date of Event: _____

Event: _____

Person Responsible for Event: _____

Phone number: _____

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

Please return this form at least 2 days prior to the event.

1. The person responsible for the event need to make sure there are enough people on hand to move the pews. Pews must be lifted and cannot be pushed or shoved.
2. When the event is over and the pews have been put back in place, the person responsible must call the church office at 488-3654; and a church staff person will check to see that the pews have been put back properly. The person responsible should stay on site until the church staff person determines that the pews have been put back correctly. Person responsible should also make sure that all litter is picked up.
3. If the person responsible does not call the church office and the sanctuary has not been put back properly, the person responsible will be called and need to return and put the sanctuary in order.
4. Pew request forms are available from the school and church offices and the OSLC website at www.oursaviorhawaii.com.
5. If above instructions are not followed, school may lose use of the sanctuary.

Please sign verifying you have read the above instructions and return form to the church office by September ???, 2011.

I have read and understand the above instructions.

Name (please print) _____

Signature: _____

Date: _____