



New Song Warehouse Storage Request

Please email this request to cyrus@newsongchurch.com, or turn it Cyndi Jarvie in Facilities for approval. Approval is based upon availability of Warehouse open space and location. If available, space will be approved on a first come, first serve basis.

Submit your request no later than five (5) days prior to the desired date.

Please note that your request has not been approved until you have received an approval email or letter from Cyndi Jarvie or Cyrus Greene with details about your request and approval.

Today's Date: _____

Name of Ministry: _____

Contact Person: _____

Contact Phone: _____ Contact Email: _____

Date to be stored: From _____ to _____

Details of what you need to store (include size, measurements):

For office use only:

Approved by: _____ Date: _____

Confirmation Sent to: _____ Date: _____