



Offices – 4901 Central College Rd. – Westerville, OH 43081  
 Church Building – 4877 Central College Rd. – Westerville, OH 43081  
 Email for Facility Scheduling Communication: FacilityScheduling@GoToQuest.org

### FACILITY CHANGE REQUEST

Please fill out this form if you have changes you need to make to a reservation that has already been scheduled and confirmed. All requests are subject to availability. You will receive an email if your request has been confirmed which will include an additional amount due (if applicable) for the changes made. If you still have an outstanding invoice please add (or subtract) this amount to the amount due.

Who is Requesting	Today's Date _____ Person Requesting _____
	What Organization are you affiliated with? _____
	Person Requesting Cell Phone: _____
	Email: _____
	Space(s) Requested _____

Change Requested	Adding, Changing or Removing?	Day of the Week*	Start Time	End Time	Start Date	Recurring	End Date	How many Hours?	Notes	Adm Only
Additional Notes: _____										
*Use the following abbreviations: Sn, M, T, W, R, F, Sa (Gym is not available for rental on a Sunday)										

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Applicant \_\_\_\_\_