

Middle Spring Presbyterian Church

Building Reservation Form

Reservation requests must be submitted
at least two weeks prior to the event.

Today's Date: _____

Name of Group requesting reservation: _____

Individual making request: _____

Address: _____

Phone Number: _____

Brief Nature of Request (wedding, reunion, birthday party, etc.) _____

Date(s) _____ and Time(s) _____

DO YOU NEED A KEY? ☐ Yes ☐ No

Check ALL areas you would like to reserve:

☐ Sanctuary

☐ Fellowship Hall

☐ Kitchen

☐ Nursery

☐ Sunday School Room _____

☐ Tables and Chairs
(old ones only to leave premises)

If reserving Fellowship Hall, should handbell tables be removed for your event?

☐ Yes ☐ No

Approximate number attending: _____

When your event is over, please set up Fellowship Hall as outlined on the reverse side of this form, except in the months of June, July and August. In those months, please put away all tables and chairs to leave the space empty.
Thank you!

Place the completed form in the file box in church office hanging on side of desk.

Office Use:

Date Available: yes no

Approved: yes no

Person Notified: yes no

Date Notified: _____

Custodial Staff Notified: yes no

Handbell Director Notified: yes no

(over)

