

# Middle Spring Presbyterian Church

## Facilities Reservation Form

(717) 532-8198

secretary@middlespringpc.org

(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 \_\_\_\_\_ you wish to reserve facility.

DO YOU NEED A KEY??? ☐ Yes ☐ No

Do you need power at the pavilion? ☐ Yes ☐ No

Check ALL areas you would like to reserve:

☐ Sanctuary

☐ Nursery

☐ Fellowship Hall

☐ Kitchen

☐ Picnic Grove

☐ Barbecue

☐ Meeting 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!

\*\*\* Please see the attached Covid-19 precautions stipulated by Session.

**Place completed form in the file box in the church office hanging on side of desk hutch or  
email to secretary@middlespringpc.org.**

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**Office Use:**

Date Available: ☐ Yes ☐ No

Approved: ☐ Yes ☐ No

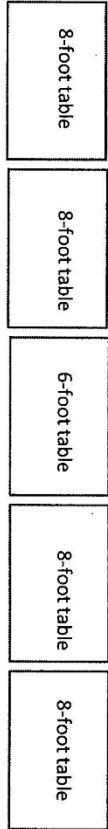
Person Notified: ☐ Yes ☐ No

Date Notified: \_\_\_\_\_

Custodial Staff Notified: ☐ Yes ☐ No

Handbell Director Notified: ☐ Yes ☐ No

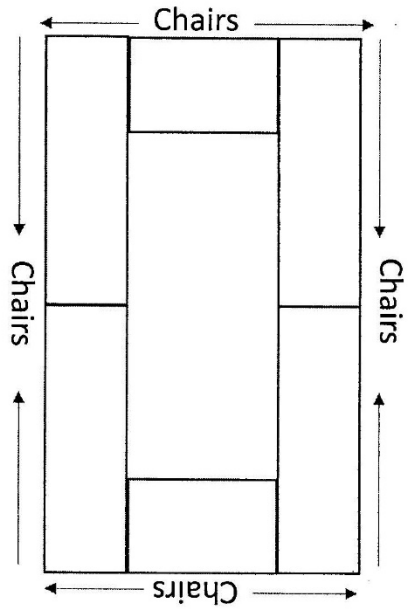
Fireplace



Kitchen

Counters

Counters



Door

Windows