MULTI-PURPOSE ROOM RESERVATION REQUEST FORM

Date:\_\_\_\_\_\_\_\_\_\_\_\_ Contact’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Non-church related events may not be reserved sooner than 90 days before the event and **no later than two weeks prior to the event date**.)

Time Facility Needed: From \_\_\_\_\_\_\_\_\_ Until \_\_\_\_\_\_\_\_\_

**NOTE**: The room is not available M - F until after 6PM and may not be reserved after 9:00 PM

Open Door at: \_\_\_\_\_\_\_\_\_\_ Close Doors at: \_\_\_\_\_\_\_\_\_\_ Number Attending \_\_\_\_\_\_\_\_\_\_

Facility will be opened 30 minutes prior to requested time and remain unlocked 30 minutes after event.

Please indicate which of the following you will need: **(Kitchen is not available.)**

Round Tables (Seats 8) 8 foot Long Tables (for serving/seats 8) 35 Chairs (Adult size only)

Please use the MPR Diagram on the back of this form to indicate how you would like the room set up. Due to restrictions, please limit the number of tables to 4 round/2 long or 2 Round/4 long or any combination of six tables. Large trash can will be provided to dispose of trash.

Person Responsible Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For liability reasons, custodians are responsible for setting up and cleaning for non-church related events. The fee schedule for all events is as follows: $40.00 (There is a $25 non-refundable fee charged for any cancellations within 48 hours of the event.)

**All payments are to be made by check to Bill Burgess and are due one week prior to your event.** Payments are for a 3 hour use of the space (this is in addition to the 30 minutes before and after for set-up and clean-up). Additional hours are $25.00/hour. Events that go longer than the 30 minute clean-up time are subject to a $25.00 fee. If you need to reach Bill Burgess, custodian, call 594-9015.

Please use the attached Multi-Purpose Room diagram form to indicate how you would like to have the room set up. This diagram is due at the time of your payment. For more information or if you are using a caterer, please contact Jack Dodds in the Church office at 585-5457, Ext. 6 or FAX 585-6217

Office use Only

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Contact Notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By Whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised 4/2019

