

Mt. Moriah Baptist Church

Space Reservation Form

*Please complete one (1) form for each activity.
Return completed form to the Church Office or Trustee Ministry mailbox.*

Ministry/Organization _____ Date submitted _____

Contact Person _____ Title _____

Phone number _____ Email address _____

Day/Date of Activity _____

Start Time (include set-up) _____ End Time (include clean-up) _____

Number attending _____ Church-related activity Yes or No

Reservation requested for (check one):

- Ministry Meeting
- Outside Group Meeting/Event
- Storage
- Ministry Workshop
- Program/Service
- Funeral/Repat
- Other _____

Space needed (check one)

- Sanctuary
- Lower Auditorium
- Prayer Room
- Deacon & Trustee Room
- Library
- 3rd Flr XL Classroom
- Women's Lounge
- Choir Room
- Basement Flr Back Area
- Other _____

If activity is catered please provide information:

Contact _____ Phone Number _____

Company _____

Brief explanation of activity/event: _____

List all items and support needed for this activity/event (i.e., tables, chairs, screens, projector, partitions, etc.) **All completed Space Reservation Forms must include a layout for your activity.** Otherwise, the form is incomplete. **Illustrate your layout on the reverse side of this form or attach on separate piece of paper.**

Office Use Only
Note: Use of the Sanctuary must be scheduled with Pastor Dalton

Approved _____ Chair of Trustees Initial/Date _____ Pastor Initial/Date

Not Approved (see attached memo)