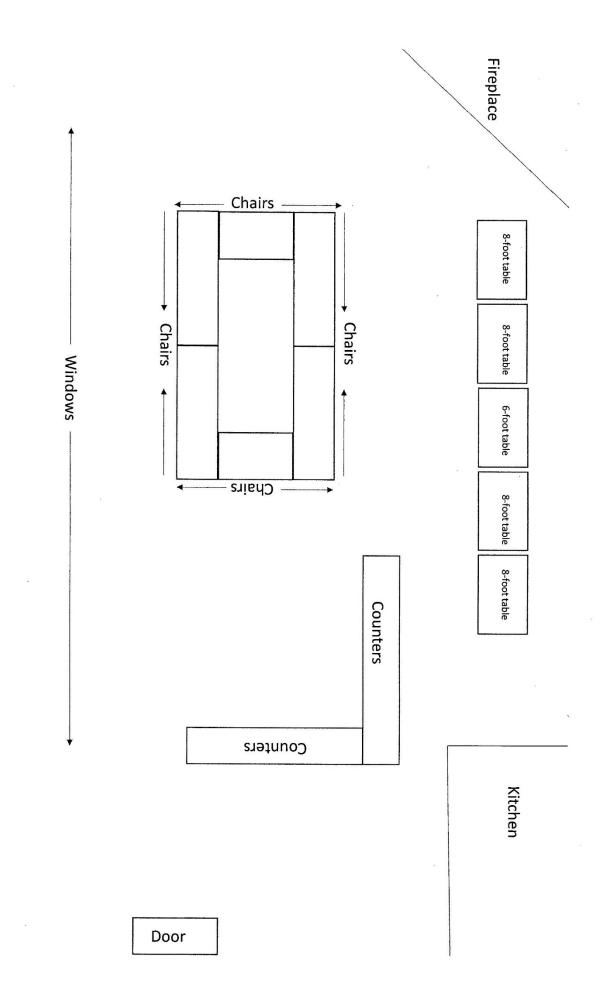
Mide	dle	Spring	Pre	esbyt	erian	Church
F	aci	lities F	Reso	ervat	ion F	orm
(717) 5	32-8	198	secr	etary@	middles	pringpc.org
(Reservation request	s mu	st be sub	mitte	ed at lea	ast two	weeks prior to the event.)
Today's Date:						
Name of Group requesting reservati	on: _					
Individual making request:						
Address:						
Phone Number:						
Brief Nature of Request (wedding, re	eunio	n, birthd	ay pa	rty, etc	:.)	
Date(s)		and Tir	ne			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 re	serve	e:				
SanctuaryKitchenMeeting Room		Nursery Picnic Gr				Fellowship Hall Barbecue Tables and Chairs (old ones only to leave premises)
If reserving Fellowship Hall, should h	andt	oell tables	s be r	emove	d for yo	ur 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.

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



ŝ