

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:

- | | | |
|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Nursery | <input type="checkbox"/> Fellowship Hall |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Picnic Grove | <input type="checkbox"/> Barbecue |
| <input type="checkbox"/> Meeting Room | | <input type="checkbox"/> 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.**

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

