

**Middle Spring Presbyterian Church**  
**Pavilion and Grounds 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 power at the pavilion???  Yes  No

Check ALL areas you would like to reserve:

Picnic Grove

Barbecue

Approximate number attending: \_\_\_\_\_

*\*\*\* Please see Covid-19 precautions stipulated by Session on the other side.*

**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

Requester Notified:  Yes  No

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

Bldg & Grounds Staff Notified:  Yes  No