ACTIVITY AND SPACE REQUEST

 Phone numb List the date 	erexent type & the snace	E-mail /location requested. Include	le a 2 nd choice ontion	n for all If yo
require a sp	ecial set up, break down and	d/or cleanup for your event, y	ou must complete a	n M&M form
and submit t fee might be		ay prior to the event. Depend	ding on the event, a	maintenance
DATE	EVENT	LOCATION	TIME	Set Up?
				33336
Hos	pitality			
Hos	spitality – 2 nd choice			
Hos	pitality			
Hos	spitality – 2 nd choice			

1. Ministry _____ Representative making request____

is required to host Hospitality twice a year. For those Sundays, the ministry will send in a short article to the bulletin the Monday before they host. That ministry will be featured in the bulletin for that weekend. Confirmation of dates will be made directly to you once the planning process is complete. If there are conflicts we'll try to find alternatives. We try to favor first come, first serve but there might be situations when that is not possible. If the event/meeting is after 6pm Monday through Friday or after 2pm on Saturday or Sunday, a staff member must be present to make sure the premises are properly secured.