

# BETHANY BAPTIST CHURCH

## MEETING REQUEST FORM FOR ROOM RESERVATION

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Request Made: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Time of Meeting: \_\_\_\_\_

Organization: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Number Attending: \_\_\_\_\_

Items Needed: \_\_\_\_\_

# of chairs \_\_\_\_\_ #or tables \_\_\_\_\_

How many rooms: \_\_\_\_\_ You may note your room preference here \_\_\_\_\_  
but if it is not available, you will be assigned another room.

Will there be food: \_\_\_\_\_

Kitchen Needed (only authorized persons may use kitchen)

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes check items: \_\_\_\_\_ stove \_\_\_\_\_ warmers

\_\_\_\_\_ Temporary use of the refrigerator (not overnight)

Will the food be catered: \_\_\_\_\_ yes \_\_\_\_\_ no

### For Office Use Only

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Room(s): \_\_\_\_\_

### NOTE

1. Please schedule all reservations at least a week in advance.
2. There will be no meetings on Sundays while Sunday School is in session.
3. Maintenance is not responsible for items not requested on this form.