

Reservation Form

Fill out form as early as possible. Place form in Secretary's office or give to Deborah Starnes. You will receive confirmation regarding the reservation. Please allow time for confirmation before finalizing arrangements.

Name: _____

Phone #: _____ Date of Request: _____

Reservation for Buildings:

Building/Buildings Needed:

Circle: Sanctuary (S) Fellowship Hall (F) Classrooms (C) Parsonage (P)
Date(s) needed: _____

Hours needed: _____

Type of function: _____

Any Special Requirements/Needs:

Reservation for Church Van:

What group will be participating: _____

How many vans: (1) or (2)

Date(s) needed: _____

Hours needed: _____

Type of function: _____

List Drivers for Event: _____

(must be listed on insurance) : _____

****If carrying minors – make sure you have signed permission slips from parents****

Feel free to call me if you have any additional questions/concerns. Deborah Starnes 704-624-9079