

Room Request and Building Use Form

Reservation # _____

Memorial Presbyterian Church
1310 Ashman Street, Midland, MI 48640
Phone (989) 835-6759 / Fax (989)835-6770
Email: info@mempres.org

Organization or Individual Name: _____

Event Title or Program Name: _____

Contact Name/Responsible Party: _____

Contact Phone: (primary) _____ (secondary/work) _____

Contact Email: _____

Contact Address: _____

Start time: _____ End time: _____

Member of MPC? Yes No

Set up start: _____ Clean up end: _____

Type of Request:

One Time Event:

Date: ____/____/____

Day of the Week: _____

- MPC Program or Event
- Special Event for Individual Church Member
- Outside, Non-Profit Group or Organization
- Other meeting or event

Recurring Event: (Note: all approvals for recurring events expire on July 1. New requests must be filed annually.)

Beginning on: ____/____/____ Ending on: ____/____/____

Day(s) of the Week: Mon Tues Wed Thurs Fri Sat Sun

Week(s) of the Month: 1st 2nd 3rd 4th Last

Frequency: Weekly Monthly Bi-monthly Quarterly

Has this event been previously held at MPC? Yes No

Will there be a program fee or admission charge? Yes No

Is this a fundraising or income producing event? Yes No

Will you need rehearsal time? Yes No

Will there be children under the age of 18 participating or attending? Yes No

Expected Attendance: _____

Description of Event: _____

Activities Planned: _____

Received on: ____/____/____

Room Use Request:

Please indicate with a check mark, the rooms and set up items you will be requesting.

Rooms
Sanctuary
Mayton Hall
Mayton Hall w/ Kitchen
Mayton Hall w/ Kitchen (full day)
Kitchen Only
Assembly Room
Small Dining Room
Hallway outside Mayton Hall
Dish Room
Nursery Rooms
Parlor
Choir Room
Chapel
Colonial Room
Classroom 52
Classroom 53
Classroom 54
Classroom 114
Classroom 116
Cherry Room
Conference Room
Bells & Conference Room

Item	Quantity
60" Round Table	
8' Banquet Table	
Chairs	
8' Linens	
60" Linens	

Use of Audio/Visual equipment (microphones, projectors, TVs, etc.)
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A **50% deposit** will be required to book your event. Your date can be held for up to one week before deposit is due.

Please see the attached building use policies for pricing and fees associated with use of our facility. Once your event or program has been approved and your needs have been determined, a detailed invoice will be created, which will determine the amount needed for your deposit. If a special set up is required, contact the MPC office and make an appointment to discuss the details of your event or program.

***Any event requiring Audio/Visual equipment or assistance will require a brief on-site consultation with staff at least 10 days prior to your event. A/V use may necessitate a fee for A/V Staff.**

Special Requests:

Application for building use must be submitted a minimum of six weeks prior to the requested date of use. Each application is carefully reviewed by a committee designated by the Trustees of the church. Waiving or reduction of fees may be considered for members and affiliated non-profit groups and organizations, based on the criteria listed in the guidelines for determining and allocating use of facilities (see building use policies). This is determined on a case by case basis and any reduction of fees would be considered an in-kind donation on behalf of Memorial Presbyterian Church.

After your form has been submitted and reviewed, you will be given notification of your approval status and provided with a detailed invoice, if approved. You will have one week from date of approval to submit your deposit. After one week, if deposit is not received, room availability will not be assured. Full payment is required on or before the day of use.

I have received, reviewed, understand, and agree to the building use policies and fee schedule of Memorial Presbyterian Church.

Signature of Responsible Party: _____ Date: ___/___/___

Office Use Only

Approved on ___/___/___

Approved by 1) _____ 2) _____

Notes: _____