

# MINISTRY CENTER RESERVATION FORM

The Ministry Center may be used Sundays after the morning services and Wednesdays after the evening services. All requests for a station at the Ministry Center should be submitted to the church office using this form obtained from the information rack outside the office. No ministry may set up a station on its own; each reservation must be approved through the office. If the request is denied, the contact person will be notified. Because this is a first come, first serve basis and there are only four (4) stations at the Ministry Center, requests should be made as early as possible. Submit reservation forms no later than one week in advance. The office will make all promotion signs. The space used will need to be cleaned and organized before it is left each week (i.e. all papers and materials cleared or placed under the counter). If there are questions, please contact the office during regular working hours.

Today's Date \_\_\_\_\_

Requested reservation date(s):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Short description of what is being promoted: \_\_\_\_\_

\_\_\_\_\_

For Ministry: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Notes: