
NEW PROVIDENCE MISSIONARY BAPTIST CHURCH

FACILITY RESERVATION FORM

This form should be used to request space for ministry meetings and other non-rental activities.

Today's Date:

Requestor:

Phone Number or Email:

Name of Ministry Requesting Space:

How Will the Space Be Used:

Date Space Needed:

Starting Time of Activity:

Ending Time of Activity:

Please check which space(s) you are requesting:

- | | | | |
|-------------------------------------|--|--|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Old Sanctuary | <input type="checkbox"/> Basement | <input type="checkbox"/> Classroom
(basement) |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Sound Room
Annex | <input type="checkbox"/> Foyer/Vestibule | <input type="checkbox"/> Administrative
Hall |
| <input type="checkbox"/> Choir Room | | | |

Will you need to decorate in advance of your meeting or activity?

Yes

No

If yes, when (date and time):

Signature of Ministry Chairperson:

Submit completed form to Pastoral Administrative Assistant, Mrs. Yvonne Highsmith.

For Office Use Only

Date Availability Confirmed By:

Date:

Activity Approved By:

Date: