

Activities Center Request Form

Events will be scheduled upon availability of the Activities Center. **All facility requests must be RECEIVED at least one week in advance of the scheduled event.** Downloading this sheet is not considered a reservation for the building. You must speak with someone in the church office to ensure availability of the date you are requesting. A \$10.00 deposit will be required when the key to the gym is picked up. This will be refunded when the key is returned within 3 days after the date of the event. There must be a member of the church present at the activity and this person will also be responsible to see that the facility is left in the same condition in which it was found. The church will be glad to provide tables, chairs, etc. as indicated below. **CONTACT RICHARD BRADFORD (601-428-8493) at least one week in advance of the event to discuss clean-up.**

Today's Date: _____

Contact Person: _____ Phone: _____

Staff Member You Spoke With (**Required**): _____

Church Member to be Present: _____

Phone: _____

Date Activity Center is Needed: _____ Time: _____

Purpose of Event: _____

Area/Room Needed: _____

Number of Chairs Needed: _____ Number of Tables Needed: _____

Other Furnishings or Equipment Needed: _____

Room Arrangement Instructions:

Draw Diagram If Necessary:

Other Miscellaneous Instructions: _____
