



MINISTRY EVENT ROOM REQUEST FORM

5231 Gettysburg Pittsburg Rd., Greenville, OH 45331

937-447-3885 *** pleasant_view@pleasantviewmc.org

All Events are subject to approval by Ministry Team Leader and/or Elders AND the other scheduled events.

_____ Ministry is responsible for Set-up and Tear Down

_____ Ministry is responsible for basic clean up and turning lights off.

_____ Ministry related events are given priority. Event might have to be rescheduled if a church emergency or funeral comes up.

_____ If you want your event promoted, you must fill out an EVENT PROMOTION FORM

_____ Contact must be made to the church office at (937) 447-3885 for unlock time and room temperature adjustment.

_____ Contact must be made to Kevin Justice at (937) 418-3366 to have a Sound Technician.

Date: _____

Ministry Team: _____

Event Name: _____

ROOMS REQUESTED (See Facility Map for location of Rooms)

Children's Center:

CC Lobby CC101 CC102 CC103 CC Kitchen CC104 CC105
 CC106 CC107 CC108 CC109 CC110

Life Center:

LC Lobby LC Cafe LC101 LC102

Office Complex:

OC101 OC102 OC103 OC201 OC202 OC203 OC204 OC205 OC206

Youth Center:

YC Cafe YC101 YC102 YC001

Date/s Desired: _____

If Standing Request: Every _____ Until ____/____/____

Time of Event: From _____ To _____ Room(s) Reserved: From _____ To _____

Anticipated Number of People Attending: _____

Name of Contact: _____ Phone: _____

Signature of Contact: _____

Email Address: _____