



PLEASANT VIEW
MISSIONARY CHURCH

MINISTRY EVENT ROOM REQUEST POLICY

5231 Gettysburg Pitsburg Rd., Greenville, OH 45331
937-447-3885 *** office@pleasantviewmc.org

MINISTRY FACILITY ROOM REQUEST POLICY

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

- 1) Ministry is responsible for Set-up and Tear Down
- 2) Ministry is responsible for basic clean up and turning lights off.
- 3) Ministry related events are given priority. Event might have to be rescheduled if a church emergency or funeral comes up.
- 4) If you want your event promoted, you must fill out an EVENT PROMOTION FORM
- 5) Contact must be made to Church office at (937) 447-3885 for unlock time and room temperature adjustment, and to have a Sound Technician.
- 6) If you need the Church Van a VAN REQUEST FORM needs to be filled out.
- 7) If you need to be reimbursed you must fill out a MINISTRY EVENT REQUISITION FORM
- 8) **For best results, please turn in request 6 weeks prior to your event.**

ROOMS REQUESTED (See FACILITY MAP for location of Rooms)

Children's Center:

CCLobby CC101 CC102 CC103 Kitchen CC104 CC105
 CC106 CC107 CC108 CC109 CC110

Life Center:

LCLobby LC Cafe LC101 LC102

Office Complex:

OC101 OC102 OC103 OC201 OC202 OC203 OC204 OC205 OC206

Youth Center:

YC Cafe YC101 YC102 YC001