

## NON-MINISTRY EVENT ROOM REQUEST POLICY

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

1) Attendee is responsible for Set-up and Tear Down

2) Attendee 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) Contact must be made to Church office at (937) 447-3885 for unlock time and room temperature adjustment, and to have a Sound Technician.

ROOMS REQUESTED (See FACILITY MAP for location of Rooms)

 Children's Center:
 CC100
 CC102
 CC103
 Kitchen
 CC104
 CC105

 Cc106
 CC107
 CC108
 CC109
 CC110
 CC105

 Life Center:
 Cc106
 Cc101
 Cc102
 Cc102
 Cc106

 Office Complex:
 Coc103
 Coc201
 Coc203
 Coc204
 Coc205
 Coc206

 Youth Center:
 YC101
 YC001
 YC001
 Coc205
 Coc206
 Coc206

Outside: Shelter