

# Calendar/Facilities Reservation Form

## Northside Baptist Church

7600 Studley Road, Mechanicsville, Virginia 23116

phone (804) 746-4952 fax (804) 746-7287

Office Administrator: Donise Boone email: [dboone7600@comcast.net](mailto:dboone7600@comcast.net)

ACTIVITY/EVENT \_\_\_\_\_

DAY(S) & DATE(S) \_\_\_\_\_

Set-up time \_\_\_\_\_ Beginning time \_\_\_\_\_ Ending time \_\_\_\_\_

NO. OF PEOPLE ATTENDING (approx.) \_\_\_\_\_

ROOM(S) DESIRED \_\_\_\_\_

Table and Chairs needed? \_\_\_\_\_ # of chairs \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE #s: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

*I have read and understand the policies set forth in the Facility Operating Guidelines of Northside Baptist Church. My signature below affirms full compliance with and responsibility for all policies set forth in this document.*

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

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### **Members:**

- 1) *Before* finalizing the date of any major activity or event, consult with the office staff to avoid scheduling conflict(s).
- 2) To have meetings and activities announced in church publications, e-mail our church secretary at [marlene7600@comcast.net](mailto:marlene7600@comcast.net), or place the information in her office mailbox. Please note that the deadline for Sunday publications is Wednesday at noon.
- 3) For activities requiring the use of the church van(s), please attach a completed VAN RESERVATION FORM.

### **Members and Non-members:**

- 1) Please note that we are only able to accommodate small classroom set-ups, such as providing a table and chairs for a meeting. If a larger set-up is required, your group will be responsible for set-up.
- 2) Those responsible for reserving the room(s) are also responsible for clean-up and restoring the room(s) to proper order.
- 3) *Non-members* should contact the church office if the following are needed: childcare, use of the kitchen, sound system, or any audio-visual aids, etc. *Members* should contact the committee or team responsible in order to use the sound systems or any audio-visual aids, etc.
- 4) If your meeting or activity is cancelled and/or rescheduled, notify the church office at 746-4952 as soon as possible.

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For office use only: Date form submitted: \_\_\_\_\_ Date entered on calendar: \_\_\_\_\_