



MINISTRY EVENT ROOM REQUEST FORM

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

This Agreement, by and between, Pleasant View Missionary Church, 5231 Gettysburg Pittsburg Road, Greenville OH 45331 and the user:

MINISTRY TEAM _____

EVENT NAME: _____

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: _____

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

Outside:

☐ Shelter

All events are subject to approval by staff or elders and other scheduled events.

_____ Ministry is responsible for set-up and tear-down.

_____ Ministry is responsible for basic cleanup and turning lights off.

_____ Ministry events have priority. An event may need to be rescheduled for a church emergency or funeral.

_____ Contact the church office at (937) 447-3885 for unlock time, room temperature adjustments and a sound technician.