

Jehovah Missionary Baptist Church
803 South Harvin Street
Sumter, SC

Room Reservations

NOTE: Form must be submitted to reserve space ONE WEEK prior to meeting.

Today's Date: _____

Person Responsible for Meeting: _____ Phone #: () _____
(Responsible for turning off lights, heat or air, and locking the door)

Name of Ministry: _____

Meeting Date: _____ **or** **Monthly Meeting Date:** _____
(i.e.: 2nd Tuesday of each month)

Fellowship Hall _____ Kitchen _____ Sanctuary _____ Other Room _____

Start time: _____ am / pm Anticipated Finish Time: _____ am / pm

Purpose for Usage: _____

How many people you expect for this meeting _____

(Room will be assigned according to size of your group. **Please note: your room may be re-assigned if an event arises that requires more space than your group does.**)

Please list amount needed: Tables _____ Chairs _____

Please check item(s) needed:

TV/DVD _____ (**Please note TV/DVD's are mounted & in classrooms only**)

Projector _____ (**Please note projectors are only available in Sanctuary & Fellowship Hall**)

Office Use Only

Date Received in office _____

FORM #003