



### MBC FACILITIES RESERVATION

- Sanctuary       Fellowship Hall       Meeting Room #4       Library
  
- Exec Conf. Room (For MBC Ministries)       Other \_\_\_\_\_       Let MBC Decide

Require Hospitality Services \*       Yes       No

If Yes, Please Specify: \_\_\_\_\_  
\_\_\_\_\_

\* (Food must be prepared by MBC Hospitality/Culinary team or a Commercial vender)

DATE OF REQUEST: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_ TIME NEEDED: FROM \_\_\_\_\_ TO \_\_\_\_\_

NAME OF MINISTRY/ORGANIZATION: \_\_\_\_\_

CONTACT PERSON (S): \_\_\_\_\_  
Name / Phone number / e-mail address

DESCRIPTION OF ACTIVITY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GROUP SIZE: \_\_\_\_\_ STYLE FOR ROOM SET-UP: \_\_\_\_\_

PREP TIME REQUIRED?    Yes    No. IF YES, WHEN? Same day?    Yes    No  
Day before?    Yes    No.

AUDIO/VIDEO EQUIPMENT REQUIRED? \_\_\_\_\_  
Specify

APPROVED : \_\_\_\_\_ NOTIFICATION: \_\_\_\_\_  
Director of Operations Pastor

DISAPPROVED: \_\_\_\_\_ REASON: \_\_\_\_\_  
Signature

## SCHEDULING GUIDELINES

REQUESTERS MAY PHONE OR GIVE THIS COMPLETED FORM TO THE CHURCH CLERK FOR THE PURPOSE OF ASCERTAINING IF THE FACILITY IS AVAILABLE FOR USE ONLY.

THE REQUEST WILL BE SUBMITTED TO THE DIRECTOR OF OPERATIONS FOR APPROVAL. THE SIGNED FORM WILL THEN BE GIVEN TO THE CHURCH CLERK FOR RECORDING. THE CONTACT PERSON WILL BE ADVISED IF THEIR REQUESTED TIME SLOT HAS BEEN APPROVED.

**PLEASE PROVIDE A MINIMUM OF TWO WEEKS ADVANCE NOTICE BUT NO MORE THAN 45 DAYS WHEN RESERVING SPACE. NO PLANS OR COMMITMENTS SHOULD BE MADE UNTIL APPROVAL IS GIVEN.**

**ALL COOKING MUST BE DONE BY MEMBERS OF THE HOSPITALITY TEAM OR AN APPROVED COMMERCIAL VENDER.**

IF HOSPITALITY SERVICES ARE NEEDED, THE CONTACT PERSON OF THE MINISTRY/ORGANIZATION MAKING THE RESERVATION IS RESPONSIBLE FOR DISCUSSING DETAILS OF SERVICES WITH HOSPITALITY CHAIR CHRIS POLLARD.

PLEASE ENSURE THAT THE FACILITY IS LEFT IN AN APPROPRIATE CONDITION AT END OF EVENT.

### **MBC CONTACTS:**

CHURCH CLERK (Joan Mitchell)	(518) 489 4370 (Church)	churchclerk@macedoniaofalbany.org
OPERATIONS MANAGER (Anel Smith)	(518) 441 0630 (Cell)	anelsmith22@gmail.com
TRUSTEE CHAIR (Desmond Gordon)	(518) 669 2469 (Cell)	demod01@gmail.com
HOSPITALITY CHAIR (Chris Pollard)	(518) 429 3663 (Cell)	cpollard2@nycap.rr.com