

# Room Reservation Form

Please be aware that all Room Request Forms must be in three (3) weeks before your event. This will ensure that your room may be available or alternative accommodations can be made in time. Also, not all room requests will be approved, depending on availability and church functions. Generally, any church function or ministry will take precedent over outside events. Any requests submitted after a due date will not be accepted unless by special approval. If you have any questions or concerns, please contact the church office at 989-772-5681 or email [office@pottershousefwc.org](mailto:office@pottershousefwc.org). Please fill out the Sanctuary Request form for any events in the Sanctuary.

Contact Name \_\_\_\_\_ Ministry \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Room Requested \_\_\_\_\_ # of People \_\_\_\_\_

Tables Needed Y N How many? \_\_\_\_\_ Chairs Needed Y N How many? \_\_\_\_\_

Multimedia Needed? TV VCR DVD Player Stereo

Room Requested From:

Starting Date \_\_\_\_\_ End Date \_\_\_\_\_

Event Information:

Event Title \_\_\_\_\_ Event Date(s) \_\_\_\_\_

What time will you need the room \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Description of Event

---

---

---

---

---

I agree to clean up after my event and set the room back up to how it was prior to my event. This includes but is not limited to vacuuming, taking out trash, wiping down tables, etc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please mail completed form to:**

The Potter's House Family Worship Center  
5346 E. Deerfield Rd.  
Mt. Pleasant, MI 48858

-or-

Fax: 989-772-8733

-or-

Drop off during office hours M-F, 9am – 3pm