



MACEDONIA BAPTIST CHURCH

2455 Benton Blvd.
Kansas City, MO 64127

John L. Brooks, M. Div.
Pastor

Preston Allen Jr.
Pastor Emeritus

MACEDONIA ROOM RESERVATION FORM

Date: _____ Ministry/Committee: _____

Contact person: _____

Phone numbers: Home _____ Cell: _____

Daytime: _____

Alternate contact person: _____

Phone numbers: Home: _____ Cell: _____

Date of meeting or event: _____ Time: _____

Please check room(s) needed below:

____ Sanctuary ____ Fellowship Hall ____ Kitchen
____ Prayer Room ____ Jr. Church Area ____ Nursery

Check here

____ If you need Building and Grounds to setup for your event.

____ If you need Building and Grounds to replace furniture to original setup for you.

____ If you need multi-media support.

Please Notify Church Office of Any Cancellations

All furniture **MUST** be placed back in its original position unless item checked above.

All decorations and items used **MUST** be taken down and disposed.

Please wipe off tables.

Please wash dishes and countertops in kitchen.

All trash **MUST** be placed in designated containers.

Approved by and date _____

Please use the following space to indicate how you would like the fellowship hall to be set up for your meeting or event.

(Kitchen on the North side of room)

A large empty rectangular box with a thin black border, intended for drawing a room layout. The box is oriented horizontally and occupies most of the page's width and a significant portion of its height.

(East side of room)

Text