



## Room Request Form (RRF)

Please fill out the form below by checking the boxes that apply or typing your information into the gray text boxes. You can add any additional comments in the box labeled additional information. **All set up details must be sent at least 7 business days in advance of your event!**

For most events, confirmation will be sent within 3 business days.

**Bring completed forms to the church office or email to [roomrequest@mpcc.org](mailto:roomrequest@mpcc.org)**

### Contact Information

|                                 |                                |
|---------------------------------|--------------------------------|
| Today's Date:                   | Your Name:                     |
| Staff Contact (Required):       | Home Phone:                    |
| Ministry:                       | Work Phone:                    |
| Other:                          | Email Address:                 |
| Person Responsible for Cleanup: | Person Responsible for Lockup: |

### Event Information

**NEW** Event     
  **UPDATE** Scheduled Event     
  **CANCEL** Scheduled Event

**EVENT NAME:** \_\_\_\_\_ **NUMBER OF PARTICIPANTS:** \_\_\_\_\_

If you would like this event considered for the bulletin, newsletter, or event table, email [news@mpcc.org](mailto:news@mpcc.org) with event information.

Date(s) of Event (List in order of Preference) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Is this a recurring event? Yes  No  If yes: Weekly  Monthly  Other  End Date \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Room Empty By: \_\_\_\_\_

Room Preferences (Preference Order) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

I'm providing Child care for this event. Yes  Room Preferences (Preference Order) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**(See back for room numbers & capacities)**

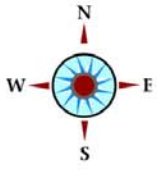
**(For MPCC Events Only – Some Events Will Be Required To Do Their Own Set-Up)**

| Set-up Style (Check One) |  |                          |   |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | <b>Circle of Chairs:</b> Chairs arranged in a circle without a round table   | <input type="checkbox"/> | <b>Horseshoe:</b> Series of 6/8 ft tables forming a horseshoe w/ 4 chairs per table   |
| <input type="checkbox"/> | <b>Rounds of Tables with Chairs:</b> Round tables with (    ) chairs each    | <input type="checkbox"/> | <b>Square:</b> 6/8 ft tables arranged in a square with 4 chairs behind each           |
| <input type="checkbox"/> | <b>Classroom:</b> Series of tables arranged in rows with chairs behind each  | <input type="checkbox"/> | <b>Committee Standard:</b> 1-4 6/8-ft tables aligned together with chairs surrounding |
| <input type="checkbox"/> | <b>Lecture:</b> Chairs arranged in rows, one directly behind the other       | <input type="checkbox"/> | <b>Other</b> (please specify): _____  |
| <input type="checkbox"/> | <b>Theater:</b> Chairs arranged in diagonal rows with an aisle up the middle |                          |   |

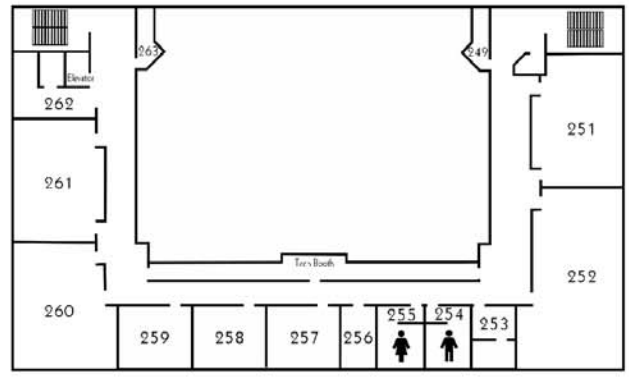
| Additional Equipment Needed |          | Audio Visual Equipment Needed |          |
|-----------------------------|----------|-------------------------------|----------|
| Item                        | Quantity | Item                          | Quantity |
| Round Tables                |          | DVD/TV                        |          |
| 8 ft Tables                 |          | Computer W/ Power Point       |          |
| 6 ft Tables                 |          | Overhead Projector            |          |
| Chairs                      |          | Sign Easel                    |          |
| Flip Chart W/Paper          |          | Music Stand                   |          |
| White Board                 |          | Other                         |          |

Additional Information:

For additional information regarding **Facilities** contact **Charlie VanConant**, [charlie@mpcc.org](mailto:charlie@mpcc.org) or **Technology Set Up** contact **Paul Martin**, [paul@mpcc.org](mailto:paul@mpcc.org) or call the church office 773-3641.



**Second Floor**

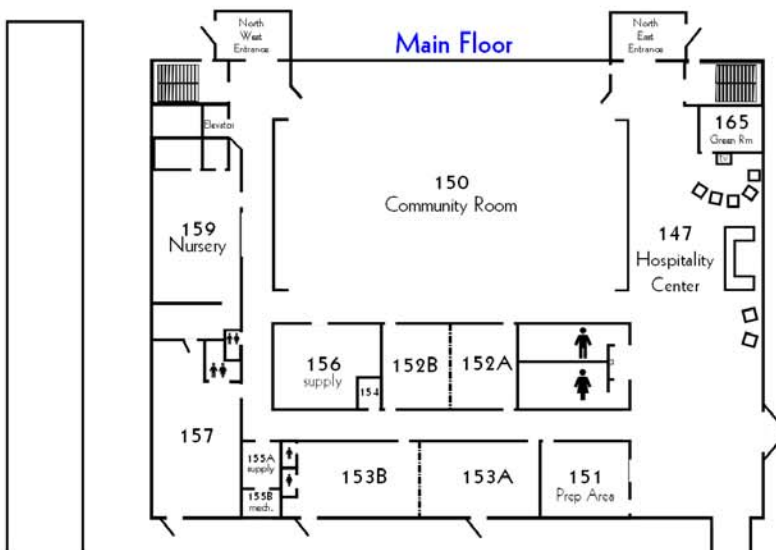


**Rooms Available For Requests:**

**New Building:**

- 150 Community Room – 600 max.
- 151 Service Area – 20 max.
- 152A – 20 max.
- 151 Service Area – 20 max.
- 152A – 20 max.
- 152B – 20 max.
- 153A – 30 max.
- 153B – 30 max.
- 165 Green Room – 8 max.
- Hospitality Center - 150 max.
- 251 – 50 max.
- 252 – 75 max.
- 257 – 25 max.
- 258 – 25 max.
- 259 – 25 max.
- 260 – 50 max.
- 261 – 50 max.

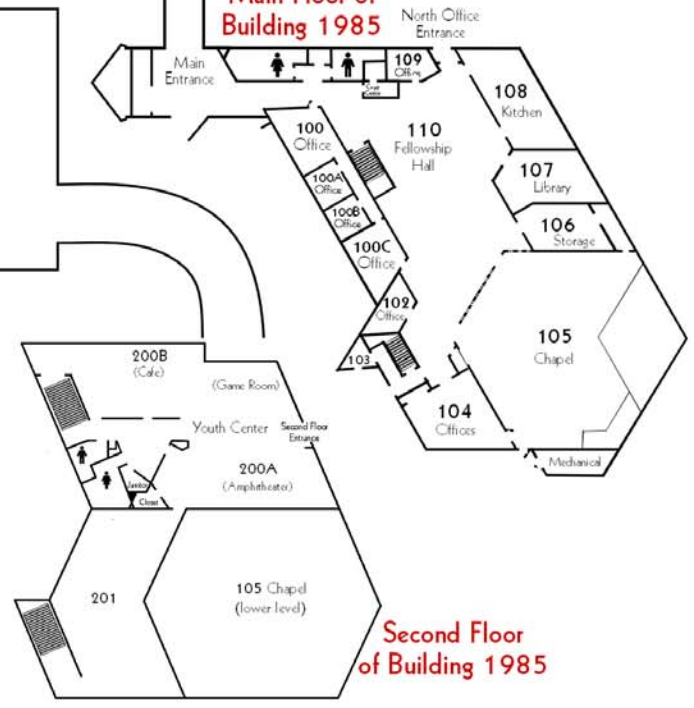
**Main Floor**



**Original Building:**

- Fellowship Hall – 150 max.
- Chapel – 300 max.
- 107 Library – 6 max.
- 200A – 75 max.
- 200B – 75 max.

**Main Floor of Building 1985**



**Second Floor of Building 1985**



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