

Mount Pleasant Presbyterian Church A Missional Church

302 Hibben Street ~ Mount Pleasant, SC 29464-4312
P: (843) 884-4612 ~ F: (843) 884-9040 ~ www.mppc.net

FACILITY REQUEST FORM

EVENT TITLE [as it will appear on the online church calendar – limit of 30 characters]:

EVENT CONTACT PERSON* (PRINT first & last names):

Tel # (cell, home or bus)

AND Email

*The **contact person** agrees to be responsible for notifying the church office if the time or location of this event are changed AND for contacting Tom Dean if a food request is cancelled.

ONE TIME Event

DATE:

Attending

Location

Starts >

ENDS >

(Location requested is NOT guaranteed, reassignment may be necessary. Attendance is to be confirmed 24 hrs prior to event if food is requested)

MULTI-DATE Event

DATE #1

Attending

Location

Starts >

Ends >

DATE #2

Attending

Location

Starts >

Ends >

DATE #3

Attending

Location

Starts >

Ends >

(Location requested is NOT guaranteed; reassignment may be necessary. Attendance is to be confirmed 24 hrs prior to event if food is requested)

ONGOING Event

Start DATE

End DATE

Attending

Location

(Location requested is NOT guaranteed; reassignment may be necessary. Attendance is to be confirmed 24 hrs prior to event if food is requested)

This event will take place (circle one): **EVERY** – or – **EVERY OTHER** – or – **EVERY 1st 2nd 3rd 4th 5th**
(check one) ___**MONDAY** ___**TUESDAY** ___**WEDNESDAY** ___**THURSDAY** ___**FRIDAY** ___**SATURDAY** ___**SUNDAY**

CHILDCARE (optional)

Arrangements must be approved by the Childcare Coordinator, **Mary Ruth Starr / (843) 856-2020**.

List the **# of children by their ages**: _____ 0-1 yr _____ 2-3 yrs _____ 4-5 yrs _____ 6-8 yrs _____ Other

