



## Mt. Zion Baptist Church Room Reservations

In order to prevent several meetings from taking place at the same time and locations, it is mandatory that all meeting rooms be reserved at least one week in advance. Requests for rooms will be approved on a first come first first-serve basis.

Date: \_\_\_\_\_ Requestor Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Ministry Department: \_\_\_\_\_

Room(s) Reserved for: \_\_\_\_\_

**Date and Time:**    **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

The following meeting rooms are available: Room 1, Room 3, Room 4, Room 5, Room 6, Conference Room 7 and Café also available upon request. (Check the box )

Room 1       Room3       Room 4       Room 5       Room 6

Conference Room 7       Café

Preferred Layout (Check the box)

Classroom     Theater     Round     U Shaped

Conference Equipment Needed: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_      Food/Refreshments served:  YES     NO

Person(s) responsible for cleanup: \_\_\_\_\_

Comments:

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Signature of Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

To make reservations or if you have questions please contact Ministry Service Office Coordinator at 909-983-2411 ext.243 or email [admin@mtzionontario.com](mailto:admin@mtzionontario.com)