



Palmyra First United Methodist Church Internal Facility Form

This application may take up to 30 days to process.

All “ * “ fields are needed to request Room (s) to be reserved. This allows us to confirm the requested Date (s) with the church Calendar, for any possible conflicting bookings, and allow us to better prepare for your group. Please include dates needed for set-up or clean-up times. When completed, please return the form to the church office. We will check the calendar for conflicts and confirm your request. If your event/activity is recurring, please complete the information in the shaded box on page two as well.

* Name of Event _____

* 1st Date choice: _____ * 2nd Date choice: _____

* Start Time: _____ * End Time: _____

Event/Activity Description _____

* Room (s), or areas to be used:

- Fellowship Hall South Wing Scout Room Sanctuary Kitchen Pavilion
- Parking Lot Chapel NLA Classrooms Discovery Dunes classrooms Seltzer
- Zoom

*Approximate number of people: _____

* Contact Person _____ Group Leader _____

* Phone number: _____ *Email: _____

*** For recurring Events/Activities/Meetings, please list all dates and times:**

- Weekly Monthly Bi-Weekly Other

*All Dates: _____

*Day of week: _____

*Start date: _____ *End date: _____

*Start time: _____ *End Time: _____

Please return the room to the original set-up & cleanliness, as you found it. We support one another and ministry by sharing this responsibility.

Signature: _____ Date: _____

We would like to thank you for your support in helping to make sure the room (s) is as joyful for the next group/event being held at Palmyra First United Methodist Church.