

## **Meeting Room Reservation**

Please fill out the form below if you would like to have your meeting included on the Metropolitan Baptist Church Facility Calendar. Please submit request at least two weeks prior to the meeting date. If we have questions, someone from the Church Office will follow up with you within one week of receiving this form.

As a safety and security measure, the Meeting Rooms' availability will be weekly on Mondays, Tuesdays, and Saturdays, between the hours of 10:00 a.m. until 3:00 p.m. Special Requests for periods other than described may require extended staff resource accommodations and will have to be approved in advance. Please contact the Church Office if you have additional questions. Church Office Phone: (901) 946-4095/(901) 871-6588. Email: clerk@extraeffortwins.com.

Name	Ministry	
E-mail		Phone Number
Meeting Date:	Recurring Date(s):	
Meeting Re Begin Time	End Time	Number of People
Media Needs: Yes [ ]	No [ ]	
Security – Metropolitan:	Yes [ ] No [ ] Other:	
Comments		
Will you need access to the	ne room prior to the meeting?	
Will there be catering? _	If yes, indicate set-up time	
Office Use:		
	ent: (Due to the on-going pandemic seating a	managa ana limitad )
	[ ] 1 <sup>st</sup> Floor the McLemore Room #114	,
[ ] Gym	5 2 And Total	
[ ] Cym	[ ] 3 <sup>rd</sup> Floor Fellowship Hall	[ ] Room #227
Meeting Room Approval:		
Authorized Signature:		Date: