



## 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. Please contact the Church Office if you have additional questions.

Phone: (901) 946-4095 Email: [clerk@extraeffortwins.com](mailto:clerk@extraeffortwins.com).

Name

Ministry

E-mail

Phone Number

Meeting Date:

Recurring Date(s):

Begin Time

End Time

Number of People

Comments

Will you need access to the room prior to the meeting? Will there be Catering? \_\_\_\_\_

Yes

If yes, indicate set-up time.

No

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Office Use:

Meeting Room Assignment: *(Due to the on-going pandemic seating arranges are limited.)*

McLemore Room 114 (20 seats)

Mary Jane Assembly Hall (20 seats)

Room 225 (6 seats)

Room 226 (7-8 seats)

Room 227 (7-8 seats)

Meeting Room Approval:

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_