



**EBENEZER**  
AME CHURCH

Please print and fax to (843) 723-1572  
or save as PDF and email to [ebenezerchurch1@bellsouth.net](mailto:ebenezerchurch1@bellsouth.net)

## MEETING/ROOM REQUEST FORM

### REQUESTOR'S INFO

Today's Date: \_\_\_\_\_

Name of Ministry: \_\_\_\_\_

Event Meeting Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start/End Meeting Time(s): \_\_\_\_\_ #of Attendees: \_\_\_\_\_

Recurring Event:  Yes  No If yes, cycle of recurrence \_\_\_\_\_

Space Requested:  Classroom (s) How many? \_\_\_\_\_

Fellowship Hall  Sanctuary  Conference Room

Resources for meeting space:  Tables  Chairs  Tables and Chairs  Podium

Registration Table  Display Table

A/V Equipment:  TV  DVD Player  CD Player  Projector  Projector Screen  Laptop

Purpose of Meeting/Event: \_\_\_\_\_

***Submit form (10) business days prior to requested meeting date or 14 days if you would like it posted on the online event calendar. Requests are not guaranteed so please prepare for other options. \* If request is part of an event, all forms must be submitted in "Event Planning Packet" three (3) months in advance.***

***In the event of cancellation, please notify the church office five (5) business days prior to meeting date via email at [ebenezerchurch1@bellsouth.net](mailto:ebenezerchurch1@bellsouth.net) or telephone at (843) 723-4660.***

***Submit completed form to [ebenezerchurch1@bellsouth.net](mailto:ebenezerchurch1@bellsouth.net)***

#### OFFICE USE ONLY

Requested Date Available  Yes  No

Request Time Available  Yes  No

Room(s) Assigned \_\_\_\_\_ Approved By \_\_\_\_\_ Date \_\_\_\_\_

Request Denied By \_\_\_\_\_ Reason(s) \_\_\_\_\_

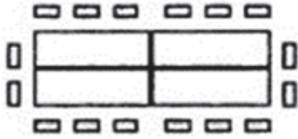
Requester Notified of Decision  Yes  No If Yes, Dated: \_\_\_\_\_

Notified: \_\_\_\_\_

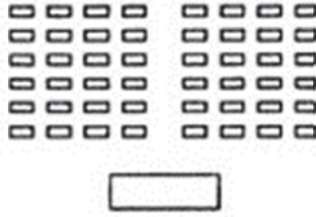
# Seating Styles

(Check One)

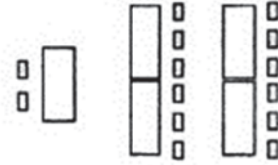
## Conference



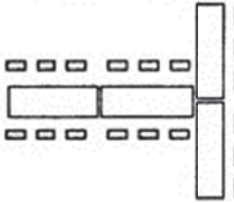
## Theater / Lecture



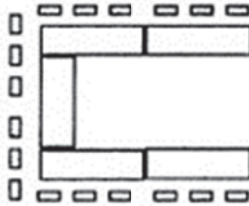
## Classroom Style



## T-Shaped



## U-Shape



## Reception / Buffet



## Circle



*Other (please describe):*

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\* Please note - Rooms are set up in standard format. Ministry is responsible for returning room to standard format and aiding the facilities team with clean up and returning room to standard format following major events.