

Event and Meeting

Reservation Form



23233 Wick Rd., Taylor, MI 48180
313-299-8985 (Office) 313-299-9162 (Fax)

USE THIS FORM TO SCHEDULE ANY AND ALL MINISTRY MEETINGS, EVENTS AND OTHER ACTIVITIES WHICH USE THE FACILITIES OF HARVEST WORSHIP CENTER

MEETING/EVENT NAME: _____

NAME OF MINISTRY: _____

CONTACT PERSON: _____ PHONE: _____

DATE: _____ BEGIN TIME: _____ END TIME: _____

NUMBER ATTENDING: _____ COST FOR PARTICIPANTS? _____

WILL YOU BE SERVING FOOD/BEVERAGES? YES NO

BRIEFLY DESCRIBE THE ACTIVITY: _____

WILL YOU BE PREPARING YOUR OWN SLIDE FOR ANNOUNCEMENT? YES NO

Announcements should be appearing one month prior to ministry event.

Facility Requested:

Administrative Office

Sanctuary

Kitchen

Children's Sanctuary

Sound Room

Nursery

Classroom 1

Classroom 2

Classroom 3

THE MINISTRY DIRECTOR OF THE EVENT IS RESPONSIBLE FOR SETTING AND RESETTING EACH AREA USED.