

Middleburgh Reformed Church Building Use Request Form

The church has been blessed with this facility and it is part of our mission to share it with others. Donations are appreciated to help us continue to offer the space free of charge.

To request to use the space:

1) *Check the date* on the Building Use Calendar (in the hall or online). Do not add your event to the calendar. We will confirm availability.

2) *Fill out this form*

and return it to us (PO Box 112 Middleburgh, NY 12122, reformed@midtel.net, or leave in box in hall) We'll contact you to confirm and arrange a time to meet to go over details on setup and clean up.

Contact Information

Today's date: _____

Name: _____

Phone #: _____

Alternative Phone: _____

Email: _____

Building Use Information

Date(s) Requested: _____

Time Requested (include set up and clean up): _____

Type of Activity: (party, meeting, ect). _____

Areas requested (circle all that apply): Fellowship Hall Kitchen Classroom #1 Classroom #2

Clean up checklists are post in the hall and kitchen. I understand the instructions and guidelines: Yes, I do _____

If you have any questions or change of any details above, or problemns with the building contact Pastor Jeff Kelley (518-827-5134, church phone 518-860-7404 (mobile) or Doug Kingsbury, 518-827-7791