

John McMillan Presbyterian Church

875 Clifton Road
Bethel Park, Pennsylvania 15102
phone - 412-833-4704
fax - 412-851-9171
E-mail: jmpc@johnmcmillanpc.org

Room Request Application

Name of Organization/Group _____

Contact Person _____ JMPC Member: Yes or No

Address _____

Home Phone _____ E-mail _____

Purpose of Meeting _____

Date(s) of Meeting _____

Room(s) Requested _____ Rental Fee (if applicable) _____

Time Desired from _____ a.m./p.m. to _____ a.m./p.m.

Approximate Number Attending _____ Adult _____ Youth

Key Issued _____ Front Door _____ Christian Education Wing/Side Door

Does your organization/group carry liability insurance? _____ Yes _____ No

If Yes, please complete the following:

Insurance Carrier's Name _____

Company Address _____

Policy Number _____

If possible, the church would like a certificate of insurance for our files.

Please notify the Church Office as soon as possible of any meeting cancellations or time changes.

Signature _____ Date _____

Approved by _____ Date _____