Bethany Baptist Church
2587 Campostella Road
Chesapeake, VA 23324

MEETING SPACE REQUEST FORM

Please specify any meeting you have planned now and or throughout the remainder of the year. Please return this form to the Church office. As we are pressed for space, the information you supply will assist us in assigning meeting space. Request for space should be made at minimum (2) weeks prior to the meeting. **Please allow 24-48 hours to get approval for the request**.

If this form is not returned to the office, your meeting will not be placed on the Church calendar and a meeting space will not be provided. Please note that choosing a particular meeting space does not guarantee that space.

Ministry Name _____

Meeting Date(s)	Meeting Time	# of Attendees	Type of Meeting Business /Workshop	Room Space Requested (If Available)

Date Submitted: _____

Form Submitted By: _____

Contact Number: _____