



MOUNT SINAI MISSIONARY BAPTIST CHURCH  
A.W. Anthony Mays, Senior Pastor

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Austin, Texas 78754  
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REQUEST  
For  
Facilities and Services

EVENT TITLE \_\_\_\_\_

Date & Day of Event \_\_\_\_\_  
*(\*If a series of events and dates use back of form)*

Auxiliary/Department/Ministry \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (work) \_\_\_\_\_ (home) \_\_\_\_\_

**Facility Requested:** Foyer\_\_ West Lobby\_\_ Sanctuary\_\_ Classroom# \_\_\_\_\_

Parking Lot\_\_ 2<sup>nd</sup> Floor Lobby\_\_ Fellowship Hall\_\_ Gym\_\_ Conference Room (2<sup>nd</sup> Fl.)\_\_

Expected Attendance: \_\_\_\_\_ **PLEASE NOTE:**  
*Preference will be taken into consideration, but please be flexible.*

Setup Date: \_\_\_\_\_ Setup Time: From \_\_\_\_\_ (am/pm) To \_\_\_\_\_ (am/pm)

Event Date: \_\_\_\_\_ Event Time: From \_\_\_\_\_ (am/pm) To \_\_\_\_\_ (am/pm)

**SPECIAL SET-UP INSTRUCTIONS/ EQUIPMENT**

8' Tables # \_\_\_\_\_

6' Tables # \_\_\_\_\_

Chairs # \_\_\_\_\_

Round Tables # \_\_\_\_\_

Set-Up Diagram/ Special Instructions:

**AUDIO/VISUAL & MISCELLANEOUS EQUIPMENT**

*\*Check all that will be needed\**

_____ CD Player	_____ Chalkboard
_____ Easel	_____ Extension Cord
_____ Overhead/Screen	_____ Piano
_____ Standing Podium	_____ Table Podium
_____ VCR/DVD Player	_____ TV Monitor
_____ PA System	_____ Other: _____

FOR SERIES EVENTS	
Month: Day(s)	Month: Day(s)
Month: Day(s)	Month: Day(s)
Month: Day(s)	Month: Day(s)

*RESERVATIONS WILL BE CONFIRMED ONLY UPON APPROVAL OF THIS COMPLETED FORM*

I understand that I will be held responsible for any damage to the facilities furniture equipment.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ministry Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor Signature

\_\_\_\_\_  
Date