

## **Application**

*for Use of Messiah College Campus Facilities, Meetings, Conferences and Recreational Use*

Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Description of proposed meeting/event:

Dates of proposed meeting/event: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

\_\_\_\_\_ adults      \_\_\_\_\_ children (12 & under)

Is this meeting/event to be sponsored by Messiah College?

\_\_\_\_\_ yes      \_\_\_\_\_ no

If so, by what department?

Group's primary activity (check one)

\_\_\_\_\_ Education

\_\_\_\_\_ Religion

\_\_\_\_\_ Business

\_\_\_\_\_ Professional Association

\_\_\_\_\_ Recreation

\_\_\_\_\_ Other (please describe) \_\_\_\_\_

Meeting spaces needed ( please specify number of rooms, size of rooms, recreational facilities, etc., including times)

\_\_\_\_\_  
\_\_\_\_\_

Special equipment and set-up needs: (VCR & monitor, microphones, overheads, etc)

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**DINING SERVICES** (catered meals)

First Meal (i.e. breakfast, lunch, dinner) \_\_\_\_\_ Date: \_\_\_\_\_

Last Meal (i.e. breakfast, lunch, dinner) \_\_\_\_\_ Date: \_\_\_\_\_

Breaks (what, where, when) \_\_\_\_\_

Banquets (when, how many) \_\_\_\_\_

Special food requirements \_\_\_\_\_

**DORMITORY SPACE** (summer only)

Number of air conditioned rooms \_\_\_\_\_

Number of air conditioned apartments \_\_\_\_\_

**OTHER SPECIAL REQUIREMENTS**

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**REFERENCES**

Please list dates and locations of your last two major meetings/events

1. \_\_\_\_\_
2. \_\_\_\_\_