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)

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

REFERENCES
Please list dates and locations of your last two major meetings/events
1. __________________________________________________
2. __________________________________________________