Facilities

If you would like information about holding meetings, events, weddings, funerals, or memorial services at MPC, please contact our Office Manager Genesee Paine ([GeneseeP@MPCLife.org](mailto:GeneseeP@MPCLife.org) or at phone ext 103) Following Genesee’s direction, you can then complete our fillable Facilities Reservation Form below.

**Facilities Request**

Event Date: Click or tap here to enter text. Expected Attendance: Click or tap here to enter text.

Recurring Event? Click or tap here to enter text.

Interval: (1st & 3rd Tuesday) Click or tap here to enter text.

Sponsoring Organization: Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Contact Email: Click or tap here to enter text.

Contact Phone: Click or tap here to enter text.

Address: Click or tap here to enter text.

City, State, Zip: Click or tap here to enter text.

Event Title: Click or tap here to enter text.

Event Purpose: Click or tap here to enter text.

Start Time (excl setup): Click or tap here to enter text. End Time (excl cleanup): Click or tap here to enter text.

Setup time (hours/minutes): Click or tap here to enter text. Cleanup time (hours/minutes): Click or tap here to enter text.

Area Requested- 1st Choice: Click or tap here to enter text. Area Requested- 2nd Choice: Click or tap here to enter text.

Technical Equipment Setup

None  TV  DVD  VCR  Projection System

Multi-Media Player  Sound System  CD Player

Wireless Microphones (2 Max): Click or tap here to enter text.

Wired Microphones (2 Max): Click or tap here to enter text.

Rectangular (30x96) Tables (18 max): Click or tap here to enter text.

Round (58") Tables (6 max): Click or tap here to enter text. Chairs Needed (150 max): Click or tap here to enter text.

Special Setup Requirements: Click or tap here to enter text.

Thank you! Please save and email to [GeneseeP@MPCLife.org](mailto:GeneseeP@MPCLife.org) when complete. 😊