

**The Brandermill Church
Building Use Reservation Form**

Event: _____

Event Date(s): _____

Start Time: _____ End Time: _____

Room(s): _____

Seating for how many: _____ in rows _____ at tables _____ other (explain below)

Equipment needed:

_____ podium _____ overhead projector _____ television/VCR

_____ flip chart _____ other _____

Contact Information:

Name(s): _____

Address: _____

Phone: home _____ work: _____

Email address: _____

Please note that your reservation for use of meeting space at The Brandermill Church is not secure until this form has been filed at the church office and any applicable fees have been paid. All rooms must be left clean and in good condition. Please contact the Church Administrator, Marcie Murphy with any questions – 744- 3661, ext. 101.

For office use only:

Fee(s) due _____

Paid _____

Check #

date

Council approval: _____

4500 Millridge Parkway Midlothian, VA 23112 (804) 744-3661 (804) 744-9105 (fax)