

**SILOAM BAPTIST CHURCH**  
1329 Willow Street  
Norristown, Pennsylvania 19401

## **FACILITY RENTAL & USAGE FORM**

Date: \_\_\_\_\_

Group's Name: \_\_\_\_\_

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

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

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Would you like to be sent confirmation of the booking via email? ☐ No ☐ Yes

### **EVENT INFORMATION**

Event Name: \_\_\_\_\_

Date of Event: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Please describe the purpose of your event/meeting:

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Estimated # of People Attending: \_\_\_\_\_

Please describe in detail the activities planned for the event/meeting:

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Time: (including setup and clean up) \_\_\_\_\_ AM/PM \_\_\_\_\_ AM/PM

Room: ☐ Sanctuary ☐ Fellowship Hall ☐ Classroom ☐ Kitchen

Equipment Usage: ☐ Tables ☐ Chair ☐ Baptismal Pool ☐ Sound System

Additional Request: \_\_\_\_\_

For more information please call: 610-275-8163

Office Comments: