

Preschool Wing: Room Reservation Form

Room Reservation Date: _____

Times Reserved on that Date: _____

Purpose of Reservation: _____

1. Reservation is **for Lady Bug Lane, Indoor/Outdoor Playground ONLY**... not including any other Sunday School Classroom.
2. The individual group reserving the preschool area will be held liable for any damages to persons and/or property. Parkway Baptist Church will be harmless against any claims for damages to persons and/or property during the date for the preschool area reservation.
3. No alcoholic beverages/ No smoking allowed.
4. The individual group reserving the preschool area is responsible for setup of the room as desired for the purpose of the reservation. However, the preschool area setup must be returned to its original setup, after the event.
5. Decorating:
 - **NO glue guns, nails, staples, thumbtacks**
 - Only scotch tape can be used
 - **NO CONFETTI, GLITTER, OR DECORATIVE DUST OF ANY KIND**
6. All areas of the room must be cleaned immediately after use.
 - Remove ALL decorations
 - Empty ALL trash containers (take garbage to the dumpster)
 - Sweep room
 - Vacuum rug
 - Clean/wipe ALL tables/countertops. **NO CRUMBS LEFT BEHIND**
7. All reservations must be made through the Children Minister.
 - This agreement **must** be read completely and signed
8. Parkway Baptist Church will **NOT** be held responsible for personal items lost or broken during the use of the preschool area.
9. We reserve the right to cancel the reservation at any time (i.e. funeral at the church)

Signature: _____ Date: _____

Email: _____ Contact Number _____