

ROOM RESERVATION REQUEST & GUIDELINES:

- **7 days in advance is required for all events.**
- To reserve a room for an event, you may submit your room request online, by email at kkunkel@mbs.church, or visit the Parish Office.
- All requests must have confirmed approval from the Parish Office.
- Recurring events can be scheduled up to 30 days in advance, special exceptions are made for Special Events/Receptions and Diocesan events.
- Groups for Gym usage can be scheduled 30 days out in advance increments.
 - Sporting events such as basketball, volleyball, and cheerleading activities will be allowed in the gym. No soccer or baseball is permitted in the gym.
- Recurring Parish functions are scheduled for the fiscal year (July 1-June 30th) in advance.
- Cancellation Policy: We prefer at least 72 hours' notice made to the Parish Office so we may accommodate those that have requested to be put on a waitlist.
 - "No Show" Policy: if prior Parish Office notice has not been made, future calendar events may be cancelled at the Office discretion
- No sales or solicitations of any kind should be made without prior approval.
 - All vendors must have Parish approval
- **Must meet Safe Environment requirements.** Contact Lisa Wangler for more details lwangler@mbs.church [Safe Environment page](#)

Rooms & Hours

7:00 AM – 9:00PM

***Building must be vacated by 9:30PM**

- Classroom 1,2, 8-11,
- Adult Education Center
- Youth Room
- Gym
- Kitchen
- Parish Hall