

**Fort Massey United Church**  
5303 Tobin Street, Halifax, Nova Scotia, B3H 1S3  
[ftmassey@eastlink.ca](mailto:ftmassey@eastlink.ca) (902) 423-4294  
**Meeting Room Request Form**

**Please consult the *Facility Agreement Form* for guidelines and rates.**

Name of group/organization:

Purpose of the meeting/event:

Number of attendees:

Contact Person:

Phone number:

Email address:

Date(s) requested for meeting/event:

What time will the meeting/event start?

What time will the meeting/event end?

Is this a recurring event? If so, please provide details:

Should the date(s) you requested not be available, please provide alternate dates:

We are not able to guarantee set up, but there are chairs and folding tables available. If you would like to use these, or have any special meeting requirements, please provide more information here:

Please indicate if you are a non-profit organization and would like to be considered for our **Community Outreach Program**:

**Thank you for expressing an interest in using our facility.  
We will contact you as soon as possible.**