**ROOM ASSIGNMENT & KEY/PROX CARD ACKNOWLEDGEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **CHURCH:** | TYPE CHURCH NAME HERE | **EVENT:** | HEARTSONG or SMACK |

**Female Rooms**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Room #** | **Room Key #** | **PROX Card #** |  | **Name** | **Room #** | **Room Key #** | **PROX Card #** |
| **SUITE #1** |  | **DORM**  **Room** |  |  |  |  | **DORM**  **Room** |  |  |
|  |  |  |  |  |  |  |
| **SUITE #2** |  | **DORM**  **Room** |  |  |  |  | **DORM**  **Room** |  |  |
|  |  |  |  |  |  |  |
| **SUITE #3** |  | **DORM**  **Room** |  |  |  |  | **DORM**  **Room** |  |  |
|  |  |  |  |  |  |  |
| **SUITE #4** |  | **DORM**  **Room** |  |  |  |  | **DORM**  **Room** |  |  |
|  |  |  |  |  |  |  |

**Male Rooms**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Room #** | **Room Key #** | **PROX Card #** |  | **Name** | **Room #** | **Room Key #** | **PROX Card #** |
| **SUITE #1** |  | **DORM**  **Room** |  |  |  |  | **DORM**  **Room** |  |  |
|  |  |  |  |  |  |  |
| **SUITE #2** |  | **DORM**  **Room** |  |  |  |  | **DORM**  **Room** |  |  |
|  |  |  |  |  |  |  |
| **SUITE #3** |  | **DORM**  **Room** |  |  |  |  | **DORM**  **Room** |  |  |
|  |  |  |  |  |  |  |
| **SUITE #4** |  | **DORM**  **Room** |  |  |  |  | **DORM**  **Room** |  |  |
|  |  |  |  |  |  |  |

***\*Please Identify Sponsors with an asterisk Note: Sponsors are only allowed to stay in rooms/suites with other adults or their own children.***

I acknowledge that I have received the room keys and prox cards listed above. I understand that my church is responsible for paying for any lost room keys and/or prox cards. Lost room keys are $50/each, and lost prox cards are $10/each.

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Church Group Leader Signature **Email Completed Word Document to wmforms@mbcb.org**