## FACILITIES USAGE REQUEST FORM FIRST BAPTIST CHURCH

Group	or Indi	vidual Name					
Address				City	Zip		
Contact Person					Date of Ever	nt	
					(	Day of the Week, Month, Day, Year	
Event Start TimeAM/PM					Event End Time	AM/PM	
Freque	ency of	Use: Once W	eekly	Monthly	Quarterly Othe	r	
Descri	be the	type and purpose of	event:				
<u> </u>				15 (1	· · · · · · · · · · · · · · · · · · ·	ch. All other requests are subject	
to appi or orga damag damag	roval by anization ne to, on ned iten	y the staff. First Bapt on. The person or org r loss of, church prop ns.	ist Church re ganization red	serves the righ eiving permiss	nt to deny rental or use of sion for use of the facility	its facilities to any person, group or grounds shall be responsible for ot responsible for any lost, stolen, o	
Room	ı <u>s to b</u> □	<u>oe used:</u> Gym		Conference	e Room		
		Auditorium		Classroom	(s): which ones):		
		Kitchen					
	are usir			nan a ministry o		u must provide your own trash bags	
<u>Items</u>	to be	used:					
		Kitchen Equipment (Specify)					
		Sound Equipme	ent (Specify)	_	□Sound System □Projectors □Microphones□TV/DVD Player □Portable Sound System		
		Sound/Media Te	echnicians _				
		□ Sports Equipment (Specify) □Basketballs □Volleyball net □Shuffleboard Equipment □ Tables & Chairs - No					
		Other (Specify)					
		and agree with the l uneral or ministry no		cy/guidelines/	/fee schedule. This eve	nt may be cancelled at any time i	
Key C	ode Re	equest: 🗖 Outer Doc	or 🗖 Gym 🗖	Kitchen 🗖 Ha	allway	Office Use Only	
Signature of Leader or individual Responsible							

(Over)

Date

Note: • Payment is due prior to the event. Please make check payable to "First Baptist Church".

- Payment will be refunded if cancellation notice is given 30 days before the event.
- You will be given a check-list that you need to fill out as you clean and rearrange the room or area you are using.
- All rooms should be left clean and arranged as found.
- Any equipment should be returned to the designated location.
- · Please leave the checklist in the room that was used.
- Be sure to turn off lights, close the door(s) to the room(s) being used and make sure everyone has left the building.