

## Request for facility use at Reformed Baptist Church

Date of request: \_\_\_\_\_

Individual or organization requesting use: \_\_\_\_\_

Contact info: Phone # \_\_\_\_\_ Email \_\_\_\_\_

Purpose of use: \_\_\_\_\_

Is this request for single use or recurring use? Single use \_\_\_\_\_ Recurring use \_\_\_\_\_

If an organization, do you have insurance coverage? Yes \_\_\_\_\_ No \_\_\_\_\_

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Single use: Date of event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Estimated # attending \_\_\_\_\_ Earlier setup: \_\_\_\_\_

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Recurring use: Estimated # attending \_\_\_\_\_

Start date of use: \_\_\_\_\_ Last date of use: \_\_\_\_\_

Day of use: \_\_\_\_\_ Frequency of use: \_\_\_\_\_ (weekly, every two weeks, monthly)

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

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Facilities requested: Auditorium \_\_\_\_\_ Fellowship hall \_\_\_\_\_ Kitchen \_\_\_\_\_

Upstairs large room \_\_\_\_\_ Upstairs nursery \_\_\_\_\_ Downstairs nursery \_\_\_\_\_

Other \_\_\_\_\_

Setup requested: Chairs (how many?) \_\_\_\_\_ Tables (how many?) \_\_\_\_\_

Configuration of chairs and/or tables? \_\_\_\_\_

Equipment or service requested:

Television \_\_\_\_\_ DVD player \_\_\_\_\_ Access to internet \_\_\_\_\_

Sound system \_\_\_\_\_ Projector (auditorium) \_\_\_\_\_ Piano \_\_\_\_\_

*I/we the undersigned has received the policy and guidelines for use of facilities at Reformed Baptist Church and agrees to comply with them. I/we agree to pay any fees for use of the facility in advance, if fees are charged. I/we also agree to leave the facilities in the same condition as they were found after use and will report any known damage and will pay for repair costs.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*NOTE: After submission of the request, you will be informed if any fees are due.*

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### FOR CHURCH USE

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Date liability doc recv'd \_\_\_\_\_

Amount of fee: \_\_\_\_\_ Date fee received: \_\_\_\_\_ Activity POC \_\_\_\_\_

Plan for access & closure \_\_\_\_\_ Key to building provided: Yes \_\_\_\_\_ No \_\_\_\_\_