

# Fellowship Baptist Church

## FACILITY USE APPLICATION

Person Responsible: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address \_\_\_\_\_

Address: \_\_\_\_\_

Event Description \_\_\_\_\_ Date(s) \_\_\_\_\_

Number of Persons Participating: \_\_\_\_\_ Time Needed-From \_\_\_\_\_ to \_\_\_\_\_

Area(s) of facility needed: (i.e. Kitchen, Gym, Café\*, etc.) \_\_\_\_\_  
 (See note on Café Use on second page)

Access/Set-up time needed prior to event: Date(s) \_\_\_\_\_ Time: \_\_\_\_\_

Who will open & close the building? \_\_\_\_\_

Will AC / Heat be needed? \_\_\_\_\_ If so, who will be responsible for turning it off  
 and on? \_\_\_\_\_

*Equipment/Furnishings needed (please indicate the number needed)*

CHAIRS	FLATWARE
LECTURN	SUGAR, CREAMER, SALT, PEPPER
PUBLIC ADDRESS / SOUND	POTS, PANS
PROJECTOR/OVERHEAD with SCREEN	RANGES, OVENS
BASKETBALL EQUIPMENT	COFFEE MACHINE (coffee at facility cost)
BASKETBALL(S)	PAPER TABLE COVERING
VOLLEYBALL EQUIPMENT	OTHER:
VOLLEYBALL EQUIPMENT	OTHER:

Month: \_\_\_\_\_

Sun	Mon	Tues	Wed	Thur	Fri	Sat

Month: \_\_\_\_\_

Sun	Mon	Tues	Wed	Thur	Fri	Sat

(OVER)

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- \* I agree to insure that the area which we used is returned to the same or better condition as it was received.
- \* I agree to insure that the area is cleaned (dust-mopped, swept, and all trash picked up and disposed of in the dumpster).
- \* I agree that we will provide our own cups, plates, napkins, and/or other items not marked in the "FACILITY USE APPLICATION." (Kitchen supplies are available for use in church sponsored activities)
- \* If the kitchen is used, I agree to insure that all utensils are cleaned and put away and the kitchen is cleaned.
- \* I agree to report any damages caused by participants in my group or observed during the time of our activity.

Note: All trash generated by your event must be taken to the dumpster.

Person responsible for building clean up \_\_\_\_\_

SIGNED: \_\_\_\_\_ Date: \_\_\_\_\_  
Person Coordinating the Event

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_  
(Facility coordinator)

KITCHEN COORDINATOR \_\_\_\_\_

CAFÉ COORDINATOR \_\_\_\_\_

- I would like to hire a clean-up crew (outside groups only)

Please initial - Yes \_\_\_\_\_ No \_\_\_\_\_

- *NOTE : Trained Barista required for use of Café*