



BEREAN BAPTIST CHURCH
517 Glensford Drive ~ Fayetteville, NC 28314
(910) 868-5156

BUILDING USE REQUEST FORM

Date of Event _____ **Day of Week** _____

Start Time _____ **End Time** _____

1. Name of Organization/Class/Individual(s) _____

2. Name of Requesting Party _____

3. Mobile Phone # of Requesting Party _____ Work Phone # _____

4. Describe the Event to be Held _____

5. Date & Time Requesting Party will Set Up _____

6. List All Buildings/Rooms You Desire to Use _____

7. Expected Number of People to Attend (please indicate by age group)
Adult _____ College _____ Sr. High _____ Jr. High _____ Grades K - 6th _____
Preschool _____ Nursery _____

8. Will food or refreshments be served? Yes _____ No _____

If yes, will you need any of the following equipment? Ovens _____ Grill _____
Coffee Pot _____ Freezer _____ Large Refrigerator _____

9. Number of Tables Required: Round _____ Rectangle _____ Number of chairs _____

10. Will you require any multi-media technical support listed below?

P.A. System _____ Video Projector _____ TV/DVD Player _____

11. Please initial to acknowledge that set up and take down is to be done by the requesting party: _____

12. Please indicate person responsible for:

- a. Person responsible for kitchen supervision (see note below): _____
- b. Person responsible for kitchen cleanup: _____
- c. Person responsible to unlock facilities: _____
- d. Person responsible for setup: _____
- e. Person responsible for cleanup: _____
- f. Person responsible for locking up facilities: _____

The kitchen supervisor must have knowledge and experience in using and cleaning the coffee pot, grill, ovens and any other appliances being used.

By signing this form, I attest that I am in agreement with the Berean Baptist Church's Articles of Faith.

Signature of Individual Making Request

Date

NOTES:

1. Use of the church facilities for non-regular church program activities must be arranged well in advance through the church office, followed by the completion of this form that must be submitted at least two weeks prior to the event date.
2. Upon the approval by the Executive Pastor, the event will be placed on the church Calendar of Events. You will only be contacted if there is a conflict or the event is denied.
3. Your completion of this form indicates your assumption of the responsibility for the facility when used outside normal working hours, including security of the building during and after the activity, and turning on and off lights and other utilities.
4. Room arrangements and set-ups are the responsibility of the person or group making the request. Special furniture or equipment needs should be arranged at the time this form is completed and submitted.
5. You must leave the meeting room(s) in its original set-up or arrangement.
6. Please make sure that all leftover food products and trash are properly disposed of in the outside dumpster.
7. Please note that regular and special programs of BBC will always take precedence over requests.
8. No commercial or profit-making organization will be granted use of the facility. Please see the Building and Equipment Usage Policy.

Approved by: _____	Date _____	Orig. to Admin. _____	Copies to: _____
_____	_____	Multimedia _____	Requested Party _____