

# BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



## Building Use Request Form

<b>Name of Event:</b>								
<b>Start Date:</b>				<b>Start Time:</b>				
<b>End Date:</b>				<b>End Time:</b>				
<b>Name of Requesting Indiv or Group:</b>				<b>Phone #:</b>				
<b>List all Rooms Requested:</b>				<b>Setup Date/Time:</b>				
<b>Expected # of People:</b>	<b>Adults/Teens:</b>		<b>Children:</b>		<b>Presch:</b>		<b>Nursery:</b>	
<b>Will food be served?</b>	<b>Yes</b>	<b>No</b>	<b>If yes, which equip will be used:</b>	<b>Oven</b>	<b>Grill</b>	<b>Freezer</b>	<b>Refrig</b>	
<b>Number of Tables Required?</b>	<b>Round:</b>		<b>Rectangle:</b>		<b>Number of Chairs Required?</b>			
<b>Multi-Media Support</b>	<b>Sound System</b>		<b>Video Projector:</b>					
<b>Comments:</b>								

Please indicate name/initials of person(s) responsible for (mark "n/a" if not applicable):

<b>Kitchen Supervision (see note below):</b>		<b>Setup:</b>	
<b>Kitchen Cleanup:</b>		<b>Cleanup:</b>	
<b>Unlocking Facilities:</b>		<b>Locking up Facilities:</b>	

### NOTES:

- The kitchen supervisor must have knowledge and experience in using and cleaning the coffee pot, grill, ovens, and any other appliances being used.
- Use of the church facilities for non-regular church program activities must be arranged well in advance through the church office, followed by completion of this form. The form must be submitted at least 2 weeks prior to the event date.
- Upon 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 if the event is denied.
- Your completion of this form indicated your assumption of the responsibility for the facility when used outside normal working hours, including the security of the building during and after the activity and also including turning on/off lights and other utilities.
- Room arrangements and set-ups are the responsibility of the person or group making the request. Special furniture or equipment needs should be coordinated at the time this form is submitted.
- You must leave the room(s) in its original set-up or arrangement.
- Please make sure all leftover food products and trash are properly disposed of in the outside dumpster.
- Please note that regular and special programs of BBC will always take precedence over requests.
- No commercial or profit-making organization will be granted use of the facility. Please see the Building and Equipment Use Policy.

<b>Signature of Person Making Request:</b>		<b>Date:</b>	
<b>Please initial to acknowledge that set-up and take-down are to be done by the requesting party:</b>			

For office use only:

<b>Approved By:</b>		<b>Date:</b>	
<b>Copies To:</b>	Cleaning <input type="checkbox"/>	Custodian <input type="checkbox"/>	A/V <input type="checkbox"/>
		<b>Other:</b>	