

First Baptist Church

Building Use Form

This agreement is granted to the lessee upon the terms of the conditions set forth in our Building Use Policies which the parties agree to observe, keep, and perform.

Lessee (group/individual) _____ Phone _____

Address _____

Contact person _____ Phone (h) _____

(w) _____ E-mail _____

Purpose of event _____

Date(s) and Time(s) _____

Extra time needed for decorating/set-up/practice? Y / N If yes, when? _____

Number of people attending _____

Space needed (Sanctuary, Narthex, Fellowship Hall, CLC, etc.) _____

Set-up needed _____

_____ # of tables _____ # of chairs _____

Equipment needed _____

Food/Refreshments served? Y / N

Kitchen Use? Y / N

Sound System needed? Y / N

Office Use Only

Staff approval: _____ Date: _____

Status: C _____ M _____ O _____

Refundable Deposit \$ _____ Refunded? Y / N \$ _____
If no or partial, explanation:

Fees:	Building Use	\$ _____
	Sound	\$ _____
	Kitchen	\$ _____
	Custodial	\$ _____
	Additional	\$ _____
	TOTAL	\$ _____