

# Bethel Baptist Church Building Use Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Event: \_\_\_\_\_ Who is the event for? \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

This is a:

Church Sponsored Event \_\_\_\_\_ Non-Church Sponsored Event \_\_\_\_\_

Beginning Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Beginning Time: \_\_: \_\_ Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending Time: \_\_: \_\_

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### ***Please complete this section if your event is recurring***

This event will meet: (circle one) weekly / bi-monthly / monthly / other: \_\_\_\_\_

On which days? \_\_\_\_\_

Are there any days this event is scheduled that you will not meet: \_\_\_\_\_

If so, when? \_\_\_\_\_

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### ***Facilities and Equipment***

Requested Facilities:

- \_\_\_ Sanctuary
- \_\_\_ Fellowship Hall
- \_\_\_ Kitchen
- \_\_\_ Field
- \_\_\_ Nursery
- \_\_\_ Youth Room
- \_\_\_ The Place
- \_\_\_ Room 201
- \_\_\_ Room 202
- \_\_\_ Room 102
- \_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Requested Equipment:

- \_\_\_ Projector
- \_\_\_ Video/Computer
- \_\_\_ Tables – Amount \_\_\_\_
- \_\_\_ Chairs – Amount \_\_\_\_
- \_\_\_ Kitchen utensils/appliances
- \_\_\_ Sound Equipment
- \_\_\_ Sports Equipment
- \_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

***If tables or chairs are requested, please attach a rough sketch of how you would like them set up.***

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I have read and understand the policies of Bethel Baptist Church which I found online ( ) or in the church office ( ). I take full responsibility for the security, equipment, and clean up of this event. I will ensure that the room(s), building and equipment will be left in the same condition in which it was before the event.

Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
*Event Coordinator*

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**Office Use Only**

Date request was received: \_\_\_/\_\_\_/\_\_\_

Approval:

Calendar: \_\_\_\_\_  
*Secretary*

Date: \_\_\_/\_\_\_/\_\_\_

Building Use: \_\_\_\_\_  
*Trustee*

Date: \_\_\_/\_\_\_/\_\_\_

Event: \_\_\_\_\_  
*Pastor/Deacon*

Date: \_\_\_/\_\_\_/\_\_\_

Date event was approved: \_\_\_/\_\_\_/\_\_\_  
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“So, whether you eat or drink, or whatever you do, do all to the glory of God.”

1 Corinthians 10:31