Request For Use of Church Facilities (Please Print)

Sponsoring Group/Organization _____

Nature of Function _____

Dates of Proposed Use _____ (Please attach schedule if function is on-going)

Set-Up begins at _____Event begins at _____

Event ends at _____Clean up ends at _____

Anticipated number of Attendees, including both participants and guests. _____

Person responsible for facility use _____

Address _____Town/Zip _____

Home Tel. _____ Cell # _____

E-mail _____

Facilities Fee $ _____ Payment Rec'd $ _____ Check # _____

Facilities Requested

Request Space		Request Resources		Request Services	
	Sanctuary		Microphone		Officiant
	Fellowship Hall		PA System		Sound Technician
	Kitchen		Projector and Screen		
	Media		Television and DVD Player		
	Small Classroom				
	Medium Classroom				
	Large Classroom				
	Choir Room				

I, _____ acknowledge receipt of payment in the amount of $_____ for the rental of Property Address: _____. This payment covers the period from Start Date: _____ to End Date_____.

Second Baptist Church
5100 W. Hundred Road
Chester, Virginia 23831

_____
Signed (signature)

_____
Print Name

_____
Date

Business Name
Business Address
City, State, Zip Code

_____
Signed (signature)

_____
Print Name

_____
Date