

REQUEST FOR USE OF CHURCH FACILITIES

First Baptist Church · 2958 North Main Street Kennesaw, GA 30144 (770) 427-3109

Name of Group/Individual/Organization: _____

Name of Person in Charge of Activity and Contact Number: _____

Church Function: Yes No Requested Date of event: _____ Alternate: _____

Type of meeting: _____
(Please specify if it is a lecture, lunch, banquet, meeting, etc.)

Recurring (Y/N): Frequency: _____ # of People expected: _____

Beginning Time of event: _____ Ending time of event: _____
(Please include decorating and set-up time in these hours)

Please mark the room that you are requesting to use:

- Worship Center Music Suite Classroom Youth Room
 Fellowship Hall Kitchen (requires a separate Kitchen request form)

Please list below any special equipment needed and draw a diagram and attach of any special room arrangement desired.

<p style="text-align: center;">Equipment needed Place the desired quantity in the space provided</p> <p>Long tables: _____ Round tables: _____ Easels: _____ Trash Cans: _____ Podium: _____ Chairs: _____ Marker board: _____ Monitors and cable removed from stage: _____ Keyboard removed from stage: _____ Drums removed from stage: _____ Choir chairs removed: _____ Other (please specify): _____ _____</p> <p style="text-align: center;">Food Service</p> <p>Will a meal/refreshments be served: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will it be catered: <input type="checkbox"/> Yes <input type="checkbox"/> No Will Church kitchen facilities be needed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p style="text-align: center;">Media</p> <p>Floor microphone: _____ Handheld wireless mic: _____ Lapel mic: _____ Sound system: _____ Portable Sound System: _____ Keyboard: _____ Audio recording: _____ Video recording: _____ Overhead projector: _____ TV/VCR/DVD: _____ Video projector: _____ Power Point (you are responsible for providing the computer): _____</p> <p style="text-align: center;">Vehicle</p> <p>White GMC: _____ Driver's Name(s): _____</p>
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OFFICE USE ONLY

Request Approved Denied

By: _____
Print Name

Billable?: Yes No

Security Deposit
 Received on _____

Signature

Initial: _____

Date

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