

REQUEST FOR USE OF CHURCH FACILITIES

First Baptist Church, 2958 North Main Street, Kennesaw, GA 20144 (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
 Chapel 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.

Equipment needed	Media
Place the desired quantity in the space provided	
Long tables: _____ Round tables: _____ Easels: _____ Trash Cans: _____ Podium: _____ Chairs: _____ Marker board: _____ Monitors and cable removed from stage: _____ Keyboard removed from Chapel stage: _____ Drums removed from Chapel stage: _____ Choir chairs removed from Chapel stage: _____ Other (please specify): _____	*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): _____ _____
Food Service	
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	*requires the assistance/presence of a KFBC media team member style="text-align: center;"> Vehicle **A KFBC approved driver is required** Driver's Name(s): _____

Please note: For baby showers, wedding showers, birthday parties, etc., at the applicant's request, KFBC will publish event information in the weekly *Connections* newsletter (the KFBC weekly Life Groups newsletter). Please contact the KFBC Outreach Secretary if you would like your event published in *Connections*. Unfortunately, the KFBC office cannot include announcements of these events in the Sunday morning weekly Worship Guide.