

Building/Facility Use Reservation Request Form

This form must be completed and any applicable fees paid before any event may be placed on the church calendar. **NOTE: Reservations may not be made by phone or verbal request.**

Date _____ Member / Group Making Reservation _____
(Contact person must be present at event)

Contact phone # _____ Contact E-Mail address _____

Event description _____

Church-wide Event _____ Ministry Event _____ Member Event _____ Community Event _____

* Fee Required (\$75 per building) *YES _____ NO _____

Security Deposit Required for Key (\$50) YES _____ NO _____

Sound / Lighting Fee Required (\$100) YES _____ NO _____

If yes, Total Amount paid \$ _____

Person Responsible for event (Ministry or Member Event) _____

Reservation for:

Worship Center _____ Fellowship Hall _____ Student Building _____ Shed _____ A-100 _____ Nursery _____

Wee Town _____ Playground _____ Parking lot _____ Field _____ Kitchen _____ Other _____

Tables for personal use off campus _____ # of tables _____

Date of Building use: _____ Day(s) of week of reservation: _____

Start time of event _____ End time of event _____

Approximate number of people expected at event _____

Key needed for event? YES _____ NO _____

Temporary Keys – may be reserved for special events. Any member may reserve a key for a scheduled / calendared event. **The key must be reserved at the time of making the reservation** and may be picked up on the last business day (Monday – Thursday, 8am – 4 pm) prior to the event. **The key must be returned to the office within 24 hours of the event, or the Monday following the event, if the event is on a weekend. A \$50 security deposit will be required to reserve a key, which will be refunded upon return of the key. Deposit forfeited if not returned the next day!**

Any damage to building / equipment that occurred during event? To be filled out prior to returning this form to the Church office. YES _____ NO _____ Building will be checked by a staff member after use.

Please Describe Damage (If any) _____

Any special equipment required for event? YES _____ NO _____ Tables (round / rectangle) # _____ Chairs # _____

List of equipment needed _____

Does the event require special lighting or sound equipment to be used? YES _____ NO _____

I have read, understand and will adhere to the Building Use Policy of Macedonia Baptist Church. To the best of my ability, I will provide a safe and secure activity for the members, guests and visitors of MBC.

Signature of responsible person

Date