

MESSIAH BAPTIST CHURCH

REQUEST FOR USE OF BUILDING

THE BUILDING IS OPEN 8:00 A.M. – 10:00 P.M.

DATE: _____

ABOUT YOU:

NAME OF ORGANIZATION OR INDIVIDUAL _____

ADDRESS _____
STREET ADDRESS CITY/TOWN STATE ZIP

CONTACT PERSON _____ TELEPHONE _____
(IF WE NEED ADDITIONAL INFORMATION) (AREA CODE)

THE ACTIVITY:

DESCRIBE THE EVENT (WEDDING, CONCERT, DINNER, ETC.) _____

THE DATE(S) YOU ARE REQUESTING: _____ TIME _____
FROM TO
(TO INCLUDE SET-UP AND DECORATION, IF APPLICABLE)

WHAT AREA(S) OF THE CHURCH BUILDING WILL YOU NEED? _____

WHAT (IF ANY) ARE YOUR SPECIAL NEEDS FROM THE CHURCH AND/OR STAFF (SOUND SYSTEM, ETC.) _____

COMMENTS: _____

FOR OFFICE USE ONLY

APPROVED? _____ APPROVED BY _____ DATE _____