

# Northland Bible Baptist Church Facilities Use Form

## Facilities Request Form

Northland Facilities are available for purposes that are not in conflict with the church mission or its constitution. Only church members in good standing may request use of church facilities. The requesting member will be the responsible party for all clean-up and will personally be liable for any damages to the facility. Any church items used (e.g. paper products) must be replaced by the requesting member.

Only non-profit events may be held at the church. The on-site supervisor must be present before the first attendee arrives and be the last one to leave the building after the event. The Requestor will need to schedule with an Elder or Deacon in advance to open and close the building.

This completed form must be submitted to a Church Elder or Deacon at least one month prior to any event date. The facility is not considered approved for use until board action confirms that use is approved. Any damages to equipment or the facility must be reported.

Date of Request: \_\_\_\_\_

Requesting Member's Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Billing address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

On-site Supervisor in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Space Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Start and End Time: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

AV or Sound System Needs: \_\_\_\_\_

Special Needs or Comments: \_\_\_\_\_

Requesting Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form you agree with the terms and conditions regarding use of Northland Bible Baptist Church facilities, including your personal responsibility for clean-up and damages.

-----For Official Use-----

Authorized Approval: \_\_\_\_\_ Date: \_\_\_\_\_