



# Fellowship Bible Church of Pierz Facility and Equipment Use Request Form

Before completing the application form, please read the FACILITY AND EQUIPMENT USE POLICY. Reservations are taken on a first-come, first-serve basis. You will receive confirmation via a phone call or email that your request has been accepted, denied, or modified. Please do not publicize your event until you have received confirmation. The person requesting the use of the facility is responsible for all child care and supervision, as well as all set up, clean up, and take down that may be necessary to restore the facility for regularly scheduled activities.

Person requesting use of the facility: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of FBC member to be present: \_\_\_\_\_

Second contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Briefly describe the activity/use of space: \_\_\_\_\_

Event date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

How many people are expected to attend: \_\_\_\_\_

Preparation/setup date and time: \_\_\_\_\_

Cleanup time: \_\_\_\_\_

### **Facilities requested:**

Fellowship Hall: \_\_\_ Sanctuary: \_\_\_ Kitchen: \_\_\_ Library: \_\_\_ Grounds: \_\_\_

Psalm: \_\_\_ Numbers: \_\_\_ Proverbs: \_\_\_ Genesis: \_\_\_

Services/Equipment needed (microphones, video, keyboard, CD player, tables, chairs, kitchen equipment, etc.): \_\_\_\_\_

Decoration type and location requested: \_\_\_\_\_

**Fees: All fees must be paid at the time of reservation.**

Usage fees: \$ \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Date paid: \_\_\_\_\_

I HAVE READ AND UNDERSTAND THE POLICIES RELATED TO MY USE OF THE FACILITIES AND EQUIPMENT OF FELLOWSHIP BIBLE CHURCH OF PIERZ.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FBC member signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only:**

Event Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Elder: \_\_\_\_\_ Date: \_\_\_\_\_

Music/Sound: \_\_\_\_\_