

## First Baptist Church Building Use Form

*No activity may be held if it conflicts with other preplanned activities or worship services.*

Today's Date \_\_\_\_\_

Activity Planned \_\_\_\_\_

Date Planned \_\_\_\_\_

Begin Time \_\_\_\_\_

End Time \_\_\_\_\_

Area of Building (gym,  
teen center, etc.) \_\_\_\_\_

Person Responsible\* \_\_\_\_\_

Person Responsible  
for Cleaning\*\* \_\_\_\_\_

Person Running  
Sound Equipment\*\*\* \_\_\_\_\_

\* The person responsible for this activity must obtain the assistance of all necessary church personnel, including payment to those people, if deemed necessary. This person is responsible to turn off the heat or air conditioning and ensure the building is entirely locked after the activity.

\*\* The person responsible for cleaning must know and understand the cleaning procedures of First Baptist Church

- You must provide your own beverages, service ware, napkins, paper towels, and paper products. Soda fountain, nursery, and youth center are not to be used.
- There is a \$100 deposit, which will be held until the facilities are examined after your event.

### \*\*\*IMPORTANT!

- Only trained personnel are allowed to use the sound equipment.

Signature of  
Person Responsible \_\_\_\_\_

Date \_\_\_\_\_

Approved By \_\_\_\_\_

Date \_\_\_\_\_