

### Facility/Property Use Request Form

Name of person or organization requesting use of facilities/property:

\_\_\_\_\_

Please specify if you are a:

Church Member  Church-Sponsored Ministry  Non-Member  Non-Member Group/Organization

Responsible Party: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

If the requested use is by an organization non-affiliated (NFO) with the church please briefly state the organization's purpose and mission:

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

If applicable, please list this NFO's contact info, website, and names of office-holders or leaders:

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

Please describe which church facilities/property you are requesting use of and the purpose for which you intend to use them. Please include dates and times as well.

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

I understand that this event/property usage must comply with First Baptist Church's By-Laws and Mission Statement and is subject to approval by First Baptist Church Deacons upon prayerful consideration:

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

Printed name: \_\_\_\_\_

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

I understand that this event is not a Church-Sponsored event and First Baptist Church will not be held liable for anything that is said or implied by me and I take full responsibility for my actions:

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

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

Office use only:

Use approved  Insurance Required  Insurance Provided and On-file  Fee Received or N/A