

FACILITY USE FORM

Event Date(s): _____

Event Name: _____

Event Time(s): _____

Event Description: _____

List areas you are requesting to use & circle on map on back of form:

Set-Up Time Needed Prior to Event?

Date: ____/____/____

Time: _____ to _____

Key Needed?

No

Yes >> *Make arrangements through Administrative Assistant's Office (ext. 225) during office hours.*

of Attendees Expected _____

Equipment Needed: _____

Contact Name: _____

Contact #'s: _____

Is event sponsored by a church ministry? Yes No

If yes, what ministry? _____

Concord Baptist Church

General Instructions and Guidelines for Facility Use

All facility use must be reserved on a Facility Use Form through the Administrative Assistant in the Church Office. Forms are available in the Church Office and online at www.concordministries.net.

Reservations will be made on the Master Calendar according to what is requested on the form. It is the responsibility of the main contact person to see that any changes/additions/cancellations to your event after the initial scheduling are made both on the form and the Master Calendar by contacting the Administrative Assistant's Office with the new information.

Events involving 50 or more people will require a personal, informational meeting with the Administrative Assistant prior to the event being confirmed and entered on the Master Calendar.

RESTRICTIONS:

- * No alcohol, smoking or illegal activity is allowed on the church campus.
- * No destructive behavior toward people or property.
- * No red dye-based beverages such as fruit punch or grape drink.

The building diagram below may be used to reference which areas you are requesting to reserve. A copy of this diagram with your reserved rooms designated will be given to the main contact for your event.

As mentioned above, it is the responsibility of the main contact person to see that any changes/additions/cancellations to your event after the initial scheduling are made both on the form and the Master Calendar by contacting the Administrative Assistant's Office with the new information.

