

GRACE BAPTIST CHURCH

FACILITY USE REQUEST FORM

*Must be a member of Grace to request the use of facilities.

Event Name _____

Date(s) Requested _____ Recurring Event? _____

Event Start Time _____ Event End Time _____

Set-up Date _____ Set-Up Start Time _____ Set-Up End Time _____

Set-up Needs (# of tables, chairs, etc.) _____

Number of People Expected _____

Contact Name _____

Contact Phone _____

Contact Email Address _____

Please select the area(s) you are requesting for your event.

Gym

Fellowship Hall

Sanctuary

FLC Kitchen

Back Field

Classrooms

Thanks for your interest in reserving Grace Baptist for your event! We ask that when you leave our campus, please return everything as you found it. We are blessed with beautiful facilities and ask for you to please observe the following guidelines:

- Anyone desiring to use the facilities must be accompanied by a church member at all times during the event.

- Please do not promote or send out invitations until it has been approved by our Administrative Assistant so that we can make sure our calendar is clear.
- None of the following are allowed on campus: smoking, drinking, profanity/abusive language. Failure to comply will result in future renting privileges revoked.
- All renters are responsible for any damage caused and for what goes on during their time.
- Please return all rooms exactly the way you found it. (Including bathrooms) All tables and countertops need to be wiped down and dishes/utensils cleaned and put back.
- When you are done, please sweep/mop/vacuum/collect all trash and dispose of it in the black garbage gate beside the FLC. All doors must be locked and the code set prior to leaving.
- If your request is approved, our Administrative Assistant will give you the keys and code or you can swing by the office during the week to pick them up. Please return the keys ASAP.
- Please do not use any glue, push pins, duct tape, or nails for anything on the wall.
- If you need to use the sanctuary, or any audio in the FLC, we will pass along the info to our Worship and Tech Director, Andrew Skaggs, and he will get with you to talk about your plans.

**There will be a \$25 usage fee to reserve your event, and a 1-week notice is required to reserve the facility.

For additional information or questions, please call or email the church office.

Please print and sign this form. Return completed forms to the church office during our office hours (Monday – Thursday 9AM-4PM).

I have read and agreed to all the information contained herein regarding fees and terms. Please type your full name in the box below to indicate your signature.

Signature

Date

 **GRACE BAPTIST CHURCH**
15 Southview Drive · Pinson, TN 38366
(731) 988-5088 · info@gracebaptistfamily.church