**Nazarene Missionary Baptist Church**

Facility Use Request Form

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| --- | --- | --- | --- | --- |
| Name of your Organization / Auxiliary / Group | Date of Event | | Start Time | End Time |
| Event / Meeting Purpose | | | How many will attend your event / meeting? | |
| Is this an NBC Sponsored Event / Activity?  Yes \_\_\_\_\_ No \_\_\_\_\_ | Rooms Requested?  (First priority is given to NBC Functions) | | | |
| Meeting / Event Coordinator:  (Name) | | | | |
| Contact Person Responsible for the Meeting / Event | Contact Person’s Phone Number and / or Email | | | |
|  |  | | | |
| Special Room Arrangements | A/V, Equipment Needs | | | |
| Please contact the Church Office in advance to confirm the availability and cost of any special A/V needs. | | | | |
|  | | | | |
| *Cleaning Requirements* | | | | |
| Will you be serving Food or Drinks?  Yes \_\_\_\_\_ No \_\_\_\_ | Will you be using the kitchen or its equipment?  Yes \_\_\_\_ No \_\_\_\_ | | | |
| Normal clean-up is required for any meeting were food or drinks are served. The use of the kitchen for cooking or other meal preparation must be approved in advance. A facility cleaning deposit, per the Nazarene Facility Use Policy may also be required. Copies available from church office. | | Deposits Required  \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No Yes Amount Received | | |
|  | | | | |
| Attached is the “Normal” operating hours for NBC. While the church may hold programs that are beyond these hours, meetings and activities are expected to comply. Any session scheduled beyond these hours should be approved in advance, and might be expected to cover the costs of Security for this extended operating period. | |  |  | | --- | --- | | Sunday | 6:00am – 3:00pm | | Monday - Friday | 6:00am – 8:00pm | | Saturday | 6:00am – 3:00pm |   Normal Church Operation Hours | | | |
| Your Name | Today’s Date | | | |
| Approval (Kitchen Committee, if you use the kitchen) | Approval (Trustee Chairman) | | | |

*(Please complete all information on this form)*

*This form must be submitted at least 2 weeks prior to your meeting / event. You will receive confirmation for your meeting / event from the church office.*

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