

Nazarene Missionary Baptist Church

FACILITY USE REQUEST FORM

(Please complete all information on this form)

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? <small>(First priority is given to NBC Functions)</small>								
Meeting / Event Coordinator: (Name)									
Contact Person <u>Responsible</u> 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.									
<u>Cleaning Requirements</u>									
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 <u>cover the costs of Security for this extended operating period.</u>	<p style="text-align: center;"><u>Normal Church Operation Hours</u></p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">Sunday</td> <td style="padding: 5px;">6:00am – 3:00pm</td> </tr> <tr> <td style="padding: 5px;">Monday - Friday</td> <td style="padding: 5px;">6:00am – 8:00pm</td> </tr> <tr> <td style="padding: 5px;">Saturday</td> <td style="padding: 5px;">6:00am – 3:00pm</td> </tr> </table>			Sunday	6:00am – 3:00pm	Monday - Friday	6:00am – 8:00pm	Saturday	6:00am – 3:00pm
Sunday	6:00am – 3:00pm								
Monday - Friday	6:00am – 8:00pm								
Saturday	6:00am – 3:00pm								
Your Name	Today's Date								
Approval (Kitchen Committee, if you use the kitchen)	Approval (Trustee Chairman)								

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.