

Fellowship Bible Church

Event – Building - Equipment Use Request

If Building Use Only - Please read the "PROPERTIES USE POLICY" before filling out this form (Under Resources on our website)

Today's Date _____

Event/Organization/Group _____

Event Date(s) _____ Begin Time _____ End Time _____

☐ Onetime ☐ Weekly ☐ Monthly ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th Day ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Setup Date _____ Begin Time _____ End Time _____

Person Responsible and Present at Event _____

Home Phone _____ Cell Phone _____ E-mail _____

Sponsor (Member or Attending FBC) _____

Describe Event (What will you be doing, how many are you expecting, space usage, food preparation, etc.)

Space Requested:

- | | |
|---|--|
| <input type="checkbox"/> Worship Center [seats 300-400] | <input type="checkbox"/> Student Center |
| <input type="checkbox"/> Entry | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Van 1 [FBC official use only] |
| <input type="checkbox"/> Class Room 101 | <input type="checkbox"/> Van 2 [FBC official use only] |
| <input type="checkbox"/> Class Room 102 | <input type="checkbox"/> Softball Field |
| <input type="checkbox"/> Class Room 103 | <input type="checkbox"/> Soccer Field |
| <input type="checkbox"/> Nursery/Preschool | <input type="checkbox"/> Other _____ |

No furniture or equipment may be removed from the Lobby or Worship Center and Stage without authorization. If your event requires them to be moved, please describe how.

Audio/Visual Needs (must have approved personal to operate)

Other Equipment Needs