

Valley Baptist Building Usage Form (Non-Valley/External)

**Request 4 weeks before Event or Activity. Space is reserved when facility usage form is returned signed and approved by the church. You will be notified by the Church Secretary. A usage checklist is provided in the kitchen and should be filled out and put in the plastic wall container after each event or activity.**

Event or activity:

Reservation Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person at the Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

(Street) (City) (Zip)

Date(s):

Day of the Week:  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Frequency:  One Time Only  Weekly  Monthly  Other

Set up time:  AM  PM Start: \_\_\_\_\_  AM  PM

Clean up time:  AM  PM Finish: \_\_\_\_\_  AM  PM

**NO set up except day of event or activity—(6 hour limit)**

**How many people expected?**

Check Rooms Needed:  Kitchen  Welcome Center  Worship Center (Rooms not listed are VBC use only)

Upstairs:  122  126  129  130

Downstairs:  Youth Center  B122  B123  B126  B127  B132  B140

Cove:  CO1  CO2  CO3  CO4  CO5  The Wright House

**WE AGREE TO:**

1. Report and be responsible for all damaged, destroyed, or missing furniture and furnishings.
2. Clean rooms including kitchen and put back in order.
3. Use only reserved space.
4. Fill out checklist form provided.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Please check here indicating:  I have read the facility usage policy and will adhere to the guidelines.**

**Someone will meet with the contact person before date of usage to go over the guidelines and answer any questions. Person who will be at the event should be at the meeting when date set.**

**\*NO ALCOHOL OR TOBACCO POSSESSION OR USE ON CHURCH PREMISES\***

Worship Center Maximum: 200

Welcome Center Maximum: 156

Youth Center Maximum: 100

**Office Use:** Date: \_\_\_\_\_ Signature: \_\_\_\_\_