

Valley Baptist Building Usage Form (Valley-Internal)

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

Upstairs: 122 125 128 126 129 130

Downstairs: Youth Center B122 B123 B126 B127 B132 B134 B136 B137 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: _____