

Valley Baptist Building Usage Form

Space is reserved & added to the calendar when facility usage form is returned signed & approved by the church.

A usage checklist is provided in the kitchen & should be filled out & put in the plastic wall bin AFTER each event or activity.

Event or activity: _____ How many people expected? _____

Reservation Contact Person: _____

Email: _____ Phone: _____

Contact Person at the Event (*if different from Reservation Contact*): _____

Email: _____ Phone: _____

Date(s) Needed: _____

Day(s)/Frequency (*if recurring*): _____

Time of Use (*specify event time, then any set-up/clean-up time*): _____

Audio/Visual Desired (*upon approval*): _____ If yes, list type: _____

NO setup except day of event or activity — (6-hour limit)

Rooms Needed: ZOOM COVE (*indicate room(s) below*) Wright House (*indicate room(s) below*)

Upstairs: _____

Downstairs: _____

NOTES/COMMENTS: _____

WE AGREE TO:

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

Signature of Applicant: _____

Date: _____

I have read the facility usage policy and will adhere to the guidelines.

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

NO ALCOHOL OR TOBACCO USE IN CHURCH BUILDING OR GROUNDS

Worship Center Maximum: 537 ~ Welcome Center Maximum: 200

Youth Center Maximum: 266 ~ Multipurpose Room Maximum: 82

Last Updated: October 28, 2022