

**REQUEST FOR USE OF FACILITIES  
AT BAPTIST CHURCH OF THE COVENANT**

ORGANIZATION REQUESTING USAGE: \_\_\_\_\_

DATE OR DATE(S): \_\_\_\_\_

TIME OF FUNCTION: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

NUMBER OF PERSONS USING FACILITY: \_\_\_\_\_

AREA(S) NEEDED: \_\_\_\_\_

WILL FOOD/BEVERAGES BE SERVED? \_\_\_\_\_

WILL THE KITCHEN BE USED/NEEDED? \_\_\_\_\_

OTHER SPECIAL NEEDS? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Note: Furniture must be returned to the position prior to use unless special exception is granted.

CONTACT INFORMATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS (business & cell): \_\_\_\_\_

NAME OF MEMBER/AUTHORIZED PERSON ASSUMING RESPONSIBILITY FOR USAGE: \_\_\_\_\_

NAME OF MEMBER/AUTHORIZED PERSON ASSUMING REPSONSIBILITY FOR OPENING & LOCKING UP: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

HOURLY FEE AGREED UPON: \_\_\_\_\_

APPROVED BY THE COUNCIL ON MISSION: \_\_\_\_\_