

REQUEST FOR USE OF FACILITIES

GRACE BIBLE CHURCH IN-HOUSE FORM

Event _____

Day _____ Date _____ Recurs Weekly Monthly Until _____

Time of Event: From _____ to _____ Time of Setup _____ Time of Exit _____

Overseeing Council _____ Pastor _____

This request is made by _____

Phone Number _____ Email _____

Person Responsible for Cleanup/Lock-up _____

Phone Number _____ Email _____

Anticipated Number of Attendees _____

Room Preference:

- Sanctuary
- Lobby
- Library
- Prayer Room
- Multipurpose Room
- Gerig Hall
- Fireside Room
- Missions Room
- Kitchen

Furniture/Accessories Desired:

- Piano
- Podium
- Round Tables # _____
- Rectangle Tables # _____
- Chairs per Table # _____
- 8½x11 Sign Holder
- Dry-Erase Board
- Table Easel
- Other _____

Explanation _____

Grace Bible Church (GBC) reserves the right to reassign the location or time of your event if necessary. GBC does not allow alcoholic beverages on the premises. GBC requires that any use of facilities must be supervised by a responsible person. That person will be in charge of opening the building, disarming the alarm, and turning on the interior lights prior to the event; as well as clean-up, returning the room to order, verifying the building is empty, turning off all interior lights, rearming the alarm system, and securely locking the building. Signature implies the applicant agrees with all GBC policies and procedures for use of facilities.

Signed _____ Date _____

For Office Use Only: Signature of Pastor's Approval _____ Date _____