

FIRST BAPTIST CHURCH of ROSEAU
APPLICATION FOR USE OF BUILDING &/OR EQUIPMENT

Applicant _____
(Name of Organization or Individual Making Application)

Date(s) of Event _____ Time of Event _____

Type of Event _____

ROOMS REQUESTED (please check)

<input type="checkbox"/> Worship/Fellowship Room	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Nursery
<input type="checkbox"/> Classroom #1 (large)	<input type="checkbox"/> Classroom #2	<input type="checkbox"/> Classroom #3
<input type="checkbox"/> Classroom #4	<input type="checkbox"/> Other: _____	

EQUIPMENT REQUESTED (**Items marked with an asterisk may not be removed from building*)

(Specify number requested)

<input type="checkbox"/> *Upholstered Chairs (300)	<input type="checkbox"/> Easel	<input type="checkbox"/> Coffee Maker (100 c.) (2)
<input type="checkbox"/> *Banquet Chairs (300)	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Coffee Maker (55 c.) (1)
<input type="checkbox"/> Folding Chairs (160)	<input type="checkbox"/> *Sound System	<input type="checkbox"/> Coffee Maker (30 c.) (1)
<input type="checkbox"/> Rectang. Banquet Tables (1-9)	<input type="checkbox"/> Video Projector	<input type="checkbox"/> Coffee Maker (12 c.) (2)
<input type="checkbox"/> *Rectang. Banquet Tables (11-28)	<input type="checkbox"/> Video Projector(mounted)	<input type="checkbox"/> *Coffee Maker (Bunn) (1)
<input type="checkbox"/> *Round Banquet Tables (20)	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Beverage Cooler (2)
<input type="checkbox"/> *Narrow Serving Tables (3)	<input type="checkbox"/> Projection Screen	<input type="checkbox"/> Dishes
<input type="checkbox"/> Punch Table (1)	<input type="checkbox"/> Roaster (4)	<input type="checkbox"/> Silverware
<input type="checkbox"/> Lectern	<input type="checkbox"/> Table Linens	

Other unlisted equipment: _____

- Typical wedding set-up is 300 seats for ceremony, 130 seats for reception. There will be an additional \$200.00 fee for setting up larger groups or dinner-theater style seating.
- Unless prior permission is given, you must provide your own paper products and food items.
- Any church linens used should be laundered, pressed if necessary, and returned to the church no more than one week after your event.
- The applicant agrees to assume full responsibility for any injury to person and damage to property resulting from use of First Baptist Church's facilities.
- The undersigned agree(s) that he/she/they will accept responsibility for observance of the church policy by the applying organization.
- Upon reasonable notice, use of the facilities by the organization may be denied at the absolute discretion of First Baptist Church.

Person(s) in Charge of Meeting or Other Use:

Name (print) _____	Name (print) _____
Signature _____	Signature _____
Telephone _____	Telephone _____

Date Received at FBC _____

Approved by: _____ Date Approved: _____

(NOTE: This form must be returned to the Church office and approved by office staff before use of space or equipment can occur. 1 week prior to event)

Please sign and date your copy and return to the church office after event.

Items Returned: Yes No Name: _____ Date: _____