

FIRST BAPTIST CHURCH OF ELMA
FACILITY USE REQUEST FORM

All activities must be approved prior to the event and are subject to the discretion of the Deacons, Pastor, and Trustees in accordance with the Constitution of this church.

Please submit the application at least 2 weeks prior to the event date.

Name: _____ Phone # _____
Street Address: _____
Town/City: _____ State/Zip: _____

Date Desired: _____ Alternate Date: _____ Member: Yes No
Time of Event (Please include setup and takedown/cleanup time): From _____ To _____
Expected Number in Attendance: _____
Desired Use of Facility: _____

*If the event is a wedding, please state the date and time of rehearsal:
Date: _____ Time: _____

*If the event involves a large number of youth, please indicate the number of chaperones you plan on having in attendance: _____

*If the event requires the use of the church's technology (projector, computer, sound system, etc.) please indicate the church member who will be assisting: _____

I have read the church's Facility Use Policy and understand and agree to the Facility Use Guidelines: Yes No Date: _____ Signature: _____

Approved by:
Position: _____ Name: _____
Date: _____ Signature: _____