

First Baptist Missionary Church

Member and Ministry Application for Usage

Please complete all information

Name of applicant: _____

Ministry: _____

Contact number: _____

Date of application: _____

Usage Date: _____ Time: _____

Purpose: _____

Areas to be used (check all areas needed)

☐ Sanctuary ☐ Fellowship Hall ☐ Steam Table ☐ Sound Room ☐ Kitchen

☐ Church Yard ☐ Classroom # _____, _____, _____, _____, ☐ Conference Room

Approved by: _____
Deacon

Date: _____

Approved by: _____
Trustee Chair

Date: _____

Approved by: _____
Pastor

Date: _____

Guidelines

- Request must be made in writing on form provided and submitted to the office for approval 30 days prior to the planned event.
- Approval will be given in writing.
- All plans for decorations must be submitted for approval.
- Decorations must be removed immediately following the event.
- The kitchen must be left clean and orderly.
- You must ensure that the premises are left in "broom ready" condition.
- Please convey to the office or designated person any problems or concerns as soon as possible.

Received in office by: _____

Date: _____