

Facility Request Form

Dayton Avenue Baptist Church

(Fill out **COMPLETELY** and **SIGN**. This form cannot be processed without all relevant information. Return to church office.)

Name of Requester: _____ Phone # (home) _____

Today's Date: _____ Phone # (work) _____

Status of requester: _____ Member for member activity _____ Member for non-member activity

_____ Non-member _____ Other:

Group represented: _____

Date(s) of Activity: _____ Time of Activity: From _____ To _____

Description of Activity: _____

Are you using an outside speaker? _____ If so, whom? _____

FACILITIES REQUESTED

_____ Multi-Purpose (auditorium) _____ Foyer _____ Nursery

_____ Classroom(s) ~Room #'s _____ Kitchen

♦ Do you have sound/video equipment needs? _____ **If yes**, please specify on the back of this form.

NOTE: For set up instructions, please complete the **Facility Set-up Guide** on the back of this form.

ASSUMPTION OF RESPONSIBILITY "I, the undersigned, having read the Dayton Avenue Baptist Church Property and Facility Use Policy, assume responsibility for the proper use of the facilities reserved. I agree to use the facilities reserved only for the uses described above, and I assume responsibly for the payment of any fees."

Signature _____

Note: Use of the facilities are subject to change or cancellation. See Property and Facility Use Policy.

OFFICE USE ONLY

Fee(s): _____

Approved: _____ Date: _____

On Calendar: _____ Date: _____

Facility Set-up Guide

Have Room Ready By:

Date: _____ Time: _____

of Tables: _____ # Chairs: _____

Other Equipment: _____

Sketch approximate setup below.

