

REQUEST A MEETING SPACE (Form Instructions)

1. All requests must be made using this form.
 - a. Complete the form.
 - b. Save the form.
 - c. Email the completed form to fbcl776@gmail.com for approval.
 - d. For any special instructions (setup, equipment requests), please include in the body of the email request.

Note: If you have problems with the form, contact the Church Administrator on 757-229-1952.



REQUEST FOR USE OF FBC FACILITIES

Requestor: _____
Name of Ministry | Organization | Point of Contact | Phone and Email

Guidelines for Use of Church Facilities

1. All requests must be made using this form or by calling the church administrator on 757-229-1952, who will complete and submit the form for approval.
2. All activities must reflect an appropriate spirit of cordiality and fellowship.
3. The sanctuary will be used for worship, study, discussions, weddings, funerals and appropriate activities only. When given approval to use the sanctuary, no furniture shall be moved or rearranged.
4. Non-church members and organizations must use only assigned spaces and equipment.
5. Pets are prohibited with the exception of trained service animals.
6. Use of alcoholic beverages, illegal drugs, profanity, gambling, smoking, disorderly behavior, firearms, firecrackers or any other inappropriate activity is prohibited on the church property.
7. Use of kitchen by members requires special permission.
8. Facilities and equipment must be left in the same condition as they were found. After using the facility please close windows, clean up and restore furniture and equipment to original configuration, turn off all appliances, lights, etc. and follow all instructions received from church representative during initial booking.

I have read, understand and agree to the FBC Guidelines for the use of church facilities.

This is a request for the use of:

_____ Sanctuary	Date: _____ Day of Week Month Day Year	Time: _____ to _____
_____ Fellowship Hall	Date: _____ Day of Week Month Day Year	Time: _____ to _____
_____ Conference Room(s)	Date: _____ Day of Week Month Day Year	Time: _____ to _____
_____ Kitchen	Date: _____ Day of Week Month Day Year	Time: _____ to _____
_____ Other	Date: _____ Day of Week Month Day Year	Time: _____ to _____

Purpose:

Approval: _____ Date: _____
Chair of Trustees or Designated Trustee

Note: The FBC Church Administrator will notify you of approval/disapproval of your request within two (2) business days.