

**FBC FACILITY USE
RESERVATION REQUEST FORM**

NAME: _____

(Person and Group name)

Address: _____ Phone: _____

Event: _____

Event Date: _____ Event Time: _____

Nonmember sponsor signature (FBC active member): _____

Date request made: _____ Taken by: _____

Expected attendance # _____

Space reserved: Sanctuary ____ Classroom _____ Fireside Room ____ Pavilion ____

CLC ____ (equipment rm ____) Kitchen ____ (Ice & refrigeration only ____, Cooking ____)

Time: (including unlock & set-up and clean-up & lock-up. Must be out by 9 PM)

Date: _____ AM/PM to _____ AM/PM

Date: _____ AM/PM to _____ AM/PM

Date: _____ AM/PM to _____ AM/PM

Set-up details: _____

Event approval and fees to be determined.

I agree not to duplicate or loan out the keys to another member or non member.

Signature: _____

FOR CHURCH USE ONLY:

APPROVAL: _____ DATE: _____