

USE OF FACILITIES FORM – M/BA

Organization: _____ Date: _____

Activity: _____ Date of Activity: _____ Time of Activity: _____

Facilities to be Used: () Multi-Purpose Room, Ministry Center () Kitchen () Fellowship Hall
() Other _____

Contact Person: _____ Telephone #: _____

E-mail Address: _____ Approximate Number of Participants: _____

SPECIAL REQUESTS FOR PHYSICAL ARRANGEMENTS AND EQUIPMENT:
Time Needed for Your Set-Up: _____ Time for Clean-Up _____

Need Set-Up? () Yes () No Need Tear Down & Clean-Up? () Yes () No

If "Yes," give details: (Include number of tables and chairs)
_____ Round Tables _____ Chairs _____ Piano _____ 6-Foot Tables
_____ TV/VCR _____ Microphone _____ Overhead Projector
_____ Portable Whiteboard _____ Other _____

If food is involved in this event, please fill in the following: () Prepared on-site
() Covered Dish () Caterer _____
Please use attached sheet to show placement of tables and chairs requested.

FEES TO BE PAID TO FRIENDLY AVENUE BAPTIST CHURCH

_____ Fellowship Hall - \$100.00 _____ Multi-Purpose Room, MC - \$250.00
_____ Fellowship Hall and Kitchen - \$175.00 _____ Multi-Purpose Room and Kitchen - \$325.00
_____ Classroom - \$50.00

Deposit for Use of Kitchen, Multi-Purpose Room, and A-V Equipment:

The amount of \$250.00 will be paid to cover any damages done to church property. This deposit must be paid by users, whether they are paying a fee or not. If no damage is done to church property or equipment, the deposit will be returned. Any damage occurring which is not covered by the deposit must be paid by the user.

FEES TO BE PAID TO INDIVIDUALS (FABC will provide names.)

A/V Fees

_____ A/V Assistance - in Sanctuary, Multi-Purpose Room, or Fellowship Hall - \$75.00

Janitorial Fees

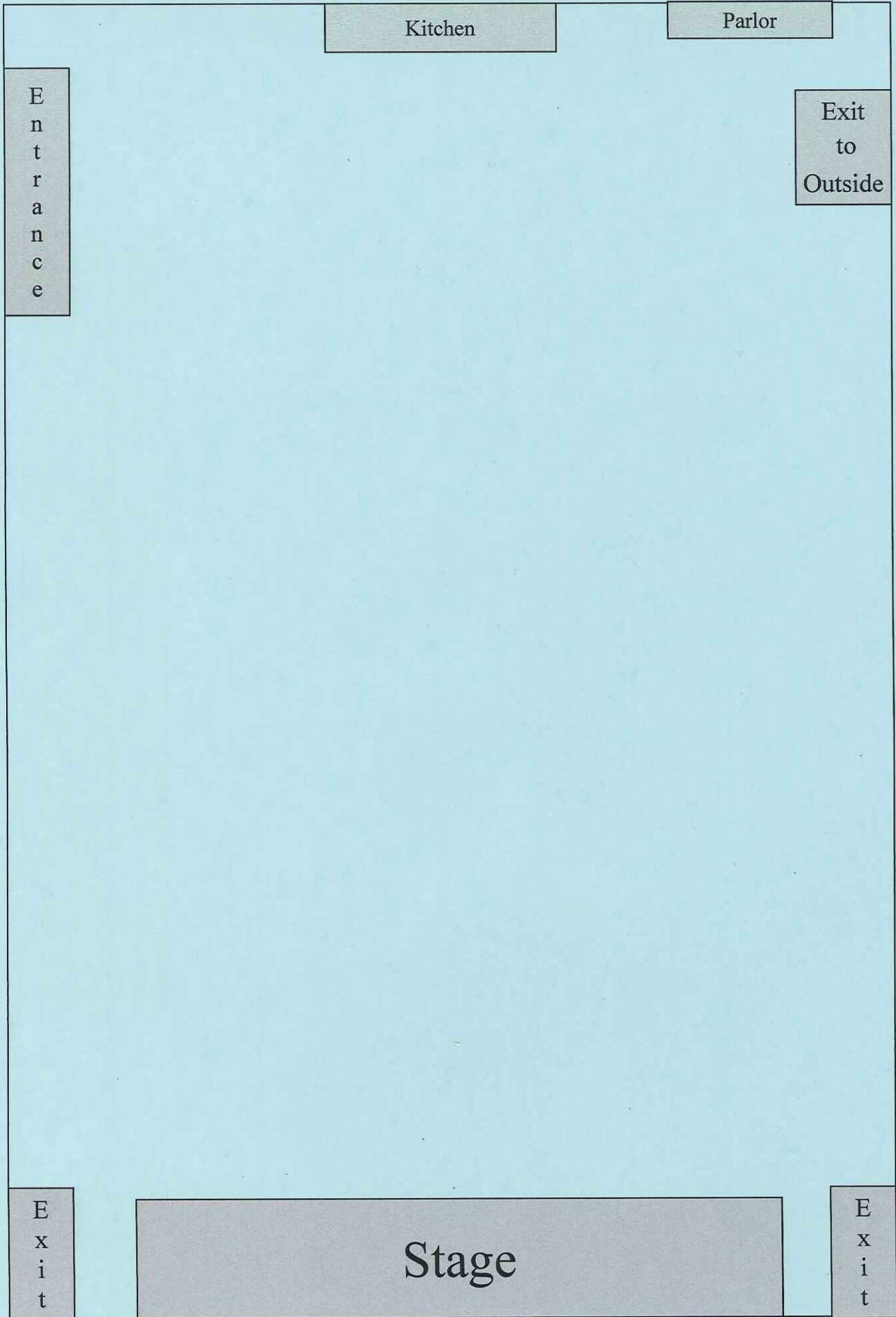
_____ Sanctuary - \$100.00
_____ Fellowship Hall Set-Up and Breakdown - \$75.00
_____ Multi-Purpose Room – Ministry Center - \$150.00

NOTE: No activity approval is final until it has been approved in Monday morning staff meeting. This process could take up to three weeks. Contact person will be notified of action taken.

_____ APPROVED

_____ NOT APPROVED

Fellowship Hall



Multi Purpose Room

Stairs

Exit to Outside

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Exit to Church