

PINECREST BAPTIST CHURCH FACILITY USE REQUEST FORM

Please return completed to the church office

1. _____
(Group or Individual requesting use) _____ Date _____

2. Responsible person _____ Phone _____

3. Address: _____ State _____ Zip _____

4. Date(s) Requested _____ If more than one day: Start date _____ End date _____

5. Time of Day: From _____ AM PM To _____ AM PM

Day(s) of planned event: Sun Mon Tues Wed Thu Fri Sat

6. I have access to the building (key and security code)

I will need access to the building

7. Describe Activity _____

8. Facilities needed (please check all rooms you plan to use)

Gym Auditorium (might require setup. No eating on carpet) Church Foyer

Boys Locker Room Girls Locker Room Kitchen

Conference Room Outdoor Amphitheatre (front of school)

100 102 104 106 108 110

112 114 (choir room)

101 103 105 107 109 111

113 115 (Library) 119 (Art room)

202 204 206 208 210

201 203 205 207 209 211 (Science Lab)

Nursery Area

116 118 120 122

125 127 129 131

8. Facilities continued

- 1H 2H 3H 4H Teen/Chapel Room
- Football Field Sand Volleyball Court Outdoor Pavilion
- Playground (next to building) Playground (next to Pavilion)
- Other area (explain) _____

9. Equipment Requested:

- # of Tables: _____ # of Chairs: _____ (gold church chairs not available)
- Auditorium Sound System (extra fee) Auditorium video projector (extra fee)
- TV/VCR/DVD (extra fee) Kitchen (no pantry items available)

10. Kitchen Etiquette

- You must inform the church if you are bringing any supplies to the kitchen and give the date and time. Also, label your supplies.
- No pantry items are available to use. You must supply your own cups, plates, etc.
- Please take home all food and beverage items. We have limited space in our refrigerator and freezer.
- Please clean and return all kitchen equipment to its original place.
- Please wipe down all counters and throw trash away in outside dumpster.

11. Responsibilities after building use

- All garbage must be gathered up and thrown in outside dumpster.
- Return all equipment (ie. tables & chairs) to its original or stored place.
- Clean all rooms used. Check floors to see if they need sweeping, mopping or vacuuming.
- Restrooms cleaned.

12. Fees- In order to avoid partiality or favoritism, all fees apply to everyone alike unless approved by the deacons and Pastor.

- \$150 - Facility fee ***(Excludes wedding & baby showers for members)***

