

**MIMS BAPTIST CHURCH**

**WHITE HOUSE  
FACILITY REQUEST FORM**

Today's Date \_\_\_\_\_

Use this form to request a date to be added to the church calendar. Please complete all areas.

**This form MUST be returned to the church office 2 weeks prior to the event.**

Event Date: \_\_\_\_\_

Day of the Week (circle) S M T W T F S

Beginning/Ending Time \_\_\_\_\_

No. Expected \_\_\_\_\_

Name of Group \_\_\_\_\_

Event Type \_\_\_\_\_

Person in Charge \_\_\_\_\_

Phone No. \_\_\_\_\_

**Supplies** - Please use this area to indicate any supplies you will need (tables, chairs, paper goods, utensils, television, VCR, etc.) All paper goods should be indicated in quantities of 25 each (25, 50, 75, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHITE HOUSE USE POLICY**

Use of the "White House" is for members of Mims Baptist Church. In addition to usage for class events such as fellowships, showers, etc., the facility is available to members for birthday parties, showers, etc. with the following guidelines applicable:

1. A deposit of \$50.00 is required before the event is officially reserved. One-half of this fee will be returned if there are no damages, etc.
2. The person who signs the Request Form becomes responsible to see the guidelines are followed.
3. Arrangements for opening and closing the White House must be made during regular business hours of the church office. Keys must be returned promptly to the church office.
4. Supplies for events (birthday party, shower, etc.) are NOT included.
5. All trash must be placed in plastic bags and placed in the dumpster.
6. The facility must be cleaned, electricity turned off, appliances turned off, equipment replaced as found prior to the event, and building locked.
7. Use of the Playgrounds Area must follow the policies regarding playground usage.
8. Other events not specifically covered must be considered by the Property Committee and recommended to the church.

The person responsible **must** sign on the line provided.

\_\_\_\_\_  
signature of person responsible for event

**OFFICE USE ONLY**

Date Rec'd \_\_\_\_\_

Calendar \_\_\_\_\_

Total Charge

Rec'd By \_\_\_\_\_

Clean-up \_\_\_\_\_

\_\_\_\_\_

Education Apvl \_\_\_\_\_

Supplies \_\_\_\_\_

Account No.

Staff Apvl \_\_\_\_\_

Publicity \_\_\_\_\_

\_\_\_\_\_