

MIMS BAPTIST CHURCH

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 _____ Requested Number of Tables _____
Number Expected _____ Event Type _____
Requested Number of Chairs _____ Phone # _____

Please use this area to indicate desired set up of tables and chairs.

K i t c h e n	
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FELLOWSHIP HALL USE POLICY

Use of "Fellowship Hall" is for members of Mims Baptist Church for birthday parties, showers, etc. with the following guidelines applicable:

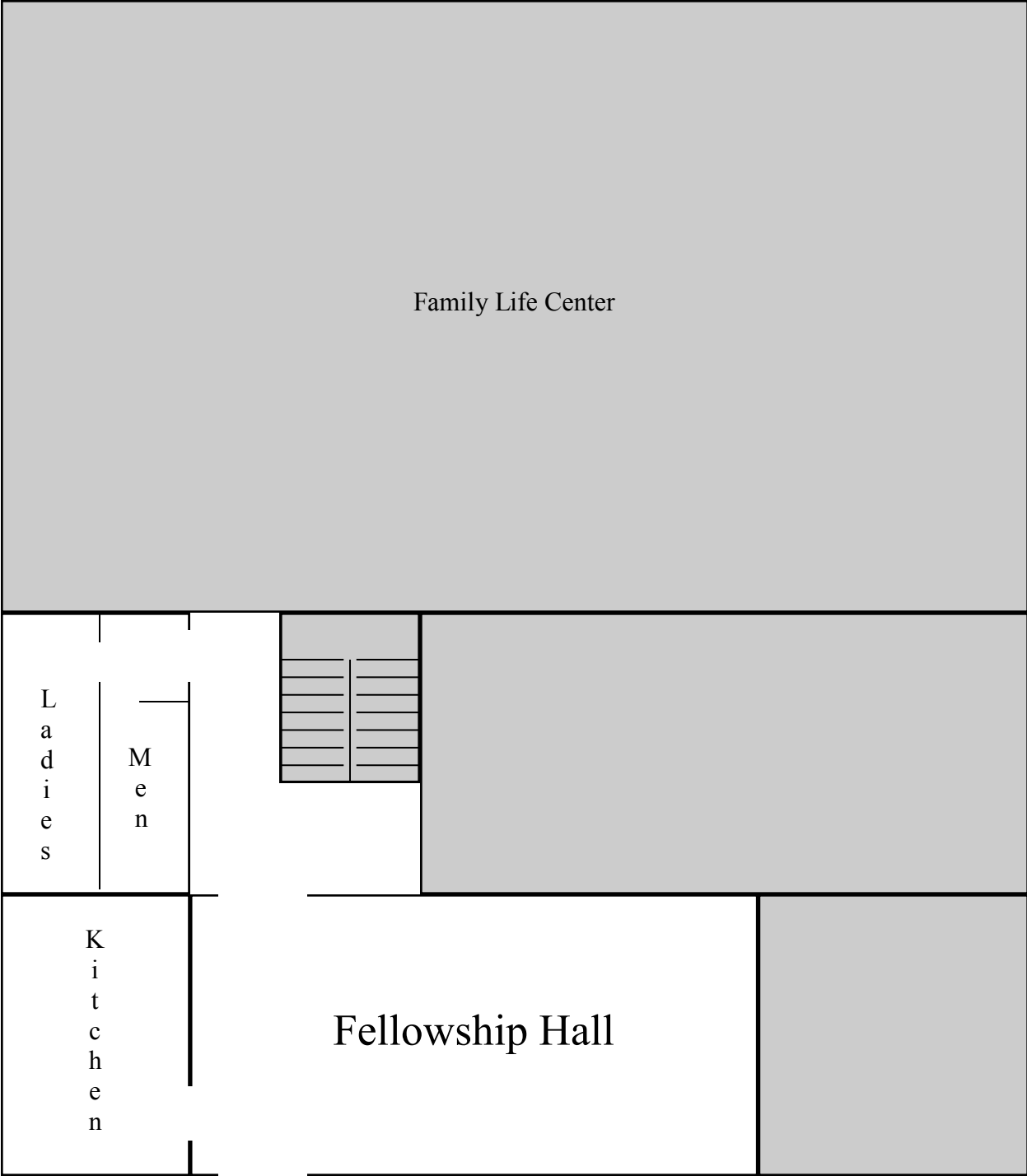
1. A deposit of \$200.00 is required before the event is officially reserved. One-half of this fee will be returned if there are no damages and the following guidelines are completed.
2. Arrangements for opening and closing the Fellowship Hall must be made during regular business hours of the church office. (Monday - Friday, 8:30 AM - 4:30 PM)
3. The facility must be cleaned (swept, surfaces wiped, trash removed and placed in dumpster) lights and appliances turned off before leaving.
4. Other events not specifically covered must be considered by the Property Committee and recommended to the church.
5. Paper goods are **NOT** supplied. (cups, plates, napkins, table coverings, silverware, etc)
6. The person who signs this Request Form becomes responsible to see the guidelines are followed.

The person responsible for the event **MUST** sign.

* _____
Signature of responsible person

* Please see reverse side for area of use.

OFFICE USE ONLY		
Date Rec'd _____	Approved _____	Deposit Rec'd _____
Rec'd By _____	Clean-up _____	Account # _____



Available Area

Unavailable Area