

Marlboro Seventh Day Baptist Church

Facility Use Request Form

This form must be submitted for an event when a church member requests to use the facility for their personal use for a family or outside group function. Every reasonable effort will be made to accommodate the scheduling of private events. If the proposed private use conflicts with an official church function, priority will be given to the church function when scheduling. Other events will be scheduled on a first come, first served basis. EVERY PRIVATE EVENT MUST BE SPONSORED BY A MEMBER OF THE MARLBORO SEVENTH DAY BAPTIST CHURCH. THIS SPONSORING MEMBER MUST BE PRESENT DURING THE ENTIRE EVENT, AND IS RESPONSIBLE FOR CLEANING UP AFTER THE EVENT.

A donation of \$50 for each non-church event is appreciated.

Guidelines for use of Church Facilities:

- This form must be submitted to a Church Trustee at least 14 days prior to the date of the proposed event. The event is not considered approved until the person submitting the form has received back a signed copy of the form from the Trustees.
- Church facilities are intended to be used for worship related purposes on Friday evening and during daytime on Saturday.
- The grounds and facilities of the church are to be used in a manner consistent with Christian values and principles.
- The use of alcohol, illegal drugs and tobacco on church property is strictly prohibited.
- Facilities are to be left in a neat and orderly fashion when the event is concluded. The sponsoring member is responsible for cleanup and removal of decorations.
- Any trash or leftover food must be removed from the facilities at the end of the event.
- Tables and chairs must be returned to the location where they were prior to the event.
- Church grounds and facilities may not be used for commercial business purposes of any kind.
- Non-profit fundraising activities may occur on church facilities and grounds with prior approval by the Trustees.

Name of Sponsoring Church Member: _____ Phone Number: _____

Address: _____ Email: _____

I agree to be present during the entire event, and will be responsible for ensuring that facilities are returned to the same conditions as prior to the event, including tables, chairs, and removal of trash.

Signed: _____

Name of Event: _____ Date of Event: _____

Start Time (including setup): _____ Finish Time (including cleanup): _____

Event Description: _____

Facilities and Equipment to be used: (check all that apply)

- Church Sanctuary Fellowship Room Basement Room
 Kitchen Classroom(s) (Number: ___) Church Yard (Use of Cemetery Prohibited)
 Sanctuary Piano Organ Electric Piano
 TV / DVD Player* Video Projector and Screen(s)* Sound board, microphones and /or amplification equipment*

** The use of A/V equipment requires the additional approval of a member of the A/V committee. A member of the A/V committee may need to be present during the event for use of certain equipment to be approved.*

Date Received: _____

Trustee Signature: _____

Approved

Not Approved: Inappropriate Use Date / Time Conflict