

**BETHANY BAPTIST CHURCH**  
**BUILDING USE FORM (For weddings, see the office for a separate form)**

1. Organization or individual requesting building use: \_\_\_\_\_  
\_\_\_\_\_

2. Type of activity: \_\_\_\_\_

3. Date(s) needed: \_\_\_\_\_ 4. Approximate number of people: \_\_\_\_\_

5. Opening time: \_\_\_\_\_ Program start time: \_\_\_\_\_ End time: \_\_\_\_\_ Closing time: \_\_\_\_\_

Who will open/close the building? \_\_\_\_\_ Do they have a key? Y \_\_\_ N \_\_\_

Deposit: \_\_\_\_\_

6. Area(s) of building needed – check all that apply:

_____ Gym
_____ Sanctuary _____ Nursery _____ Prayer Chapel
_____ Kitchen _____ Fellowship Hall _____ Other _____

7. Name of contact person(s). **They will be responsible for *obtaining a clean-up committee and returning supplies, as well as working with the Maintenance Supervisor* to see that everything is ready for the event.**

Name _____	Phone _____
_____	_____
_____	_____

8. Equipment needed – check all that apply (**Use of sound equipment *only by trained Bethany sound technician; it is your responsibility to arrange for that person through Shaun Easton.***):

_____ Chairs – (quantity _____)	_____ Tables – (quantity _____)	_____ Kitchen supplies
_____ Serving supplies	_____ Projector	_____ Screen
_____ Sound equipment – type _____		
_____ Other _____		

Make any additional comments on the back of this paper.

The church building is used by several different groups. **It is the responsibility of each group to clean the area they use, as well as to return supplies and equipment.** Please check with the church office for open dates before planning. **WHATEVER IS MOVED, TAKEN DOWN, OR OTHERWISE CHANGED MUST BE PUT BACK BEFORE SUNDAY MORNING SERVICES.** Thank you.

Today's date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Approved by: _____ / _____ / _____	_____ / _____ / _____
Office	B & G