

FACILITY USE REQUEST FORM

Messiah Missionary Baptist Church
513 Henry S.E.
616-458-2651
Grand Rapids, MI. 49503

Please return completed form to the Building Superintendent two weeks or more in advance of date requested.

1. _____ Date: _____
(Group or individual requesting use)
2. Address: _____ Phone #: _____
3. Date(s) Requested: _____ Start date: _____ End date: _____
4. Time of day: Begin: _____ End: _____
5. Member(s) who will be present: _____
6. Facilities walk thru: Date _____ Time _____
7. *Facilities needed (please circle all that you plan to use):
Fellowship Hall _____ Set-up Tables and chairs (sketch drawing on back) _____
Kitchen _____ Library _____
Classroom(s) How many? _____ Set-up (sketch drawing on back)

8. **Equipment needed:** Where needed: _____
- | | | |
|------------|--------------|------------------------|
| TV/VCR/DVD | BOOM BOX | OVERHEAD PROJECTOR/LED |
| POWERPOINT | SOUND SYSTEM | COFFEE POT(S) |
9. **Service needed:** SECURITY _____ CUSTODIAN _____

Use Guidelines. Signature of this form indicates acceptance of all applicable fees and guidelines.

Please explain activity to be held: _____

Estimated number of people: _____

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly. The group or individual using the facility is responsible for returning the area(s) to the same condition as before use.

Signature of Responsible Party _____ **Date** _____

<p>For office use only: Approved by: _____ Date: _____ (Facilities Superintendent)</p>
