

# Facility Request Form

## Dayton Avenue Baptist Church

(Fill out **COMPLETELY** and **SIGN**. This form cannot be processed without all relevant information. Return to church office.)

Name of Requester: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Status of requester: \_\_\_\_\_ Member for member activity    \_\_\_\_\_ Member for non-member activity  
   \_\_\_\_\_ Non-member (*Fees apply*)    \_\_\_\_\_ Other

Group represented: \_\_\_\_\_

**DATE(S) OF ACTIVITY:** \_\_\_\_\_ **TIME OF ACTIVITY: FROM** \_\_\_\_\_ **To** \_\_\_\_\_

*Set Up/Clean Up Times:* \_\_\_\_\_

Will you Set Up and Clean Up or will you need a custodian?     I will Clean Up     Custodian (*Fees apply*)

**NOTE:** For set up instructions, please complete the **Facility Set-up Guide** on the back of this form.

Description of Activity: \_\_\_\_\_

Are you using an outside speaker? \_\_\_\_\_ If so, whom? \_\_\_\_\_

### **FACILITIES REQUESTED**

\_\_\_\_\_ Sanctuary/Gym                      \_\_\_\_\_ Fellowship Hall (301-303)                      \_\_\_\_\_ Nursery (305)  
\_\_\_\_\_ Classrooms – Room #s: \_\_\_\_\_                      \_\_\_\_\_ Youth /Multipurpose (401-402)  
\_\_\_\_\_ Foyer                                      \_\_\_\_\_ Gathering Place Cafe                                      \_\_\_\_\_ Back Field

♦ Do you have sound/video equipment needs? \_\_\_\_\_ **If yes,** please specify on the back of this form.

I would like information about this event published in the following areas:

*(Include invitation information in box below)*

- Bulletin
- Facebook
- Twitter

**ASSUMPTION OF RESPONSIBILIITY** *"I, the undersigned, having read the Dayton Avenue Baptist Church Property and Facility Use Policy, assume responsibility for the proper use of the facilities reserved. I agree to use the facilities reserved only for the uses described above, and I assume responsibility for the payment of any fees."*

**Signature** \_\_\_\_\_

**Note:** Use of the facilities are subject to change or cancellation. See Property and Facility Use Policy.

---

### **OFFICE USE ONLY**

This Application has been:

- Approved
- Not Approved (See Reason Below)

**Charges: Facility** \_\_\_\_\_  
**Staff** \_\_\_\_\_

---

# Facility Set-up Guide

**Please mark any equipment you may need and where you will need them. If you would like a custodian to set up for you, there may be a charge for their hours. Please see the Facilities Use Policy for details. If not, there are set up and tear down instructions in each of the classrooms.**

# of Tables: \_\_\_\_\_ # Chairs: \_\_\_\_\_ Other Equipment: \_\_\_\_\_

Sketch Approximate Set-up Below

