

**North Woods Baptist Church
Building Use Form**

Name: _____ Phone: _____ Email: _____
Title of Event: _____ Ministry Requesting Event: _____

Purpose of Event: _____

This is a: ___ Church Sponsored Event ___ Non-Church Sponsored Event

Beginning Date: ___/___/___ Start Time ___:___ am/pm

Ending Date: ___/___/___ Ending Time ___:___ am/pm

Please complete this section if your event is recurring

This event will meet: (circle one) weekly / bi-monthly/ monthly/ other: _____

What day(s) of the week are you requesting to meet? _____

Are there any exceptions (holidays, etc) that you will not meet? _____

If yes, what are those dates? _____

Facilities and Equipment

Requested Facilities:

- ___ Sanctuary
- ___ Kitchen
- ___ Rec. Room (Shed)

- ___ Nursery Area (how many? ___)
- ___ Youth Room
- ___ Adult Classroom (how many? ___)
- ___ Children's Room (how many? ___)
- ___ Other: _____

Requested Equipment:

- ___ Projector
- ___ Video/Computer
- ___ Tables –how many? ___
 ___ (Round) ___ (Rectangle)
- ___ Chairs –how many? ___
- ___ Kitchen Equipment
- ___ Plates/cups/Utensils
- ___ Sound Equipment
- ___ Other: _____

**If you are requesting A/V Equipment or Kitchen Equipment, there may be a charge for personnel to be present or to replenish materials.*

Publicity

If publicity is intended for this event, please check the appropriate space below. No event will be published until approved. You are responsible for getting a copy to the church office on time or by email. dhaws@northwoodsbc.org

___ Sunday Bulletin ___ Newsletter ___ Website ___ Other: _____

**Publicity will be subject to space and approval.*

Confirmation

I acknowledge that I have read and agree to the policy for using the North Woods Baptist Church Facilities at the back side of this page.

Signature of Ministry Leader/ Person making this request: _____ Date: _____

Office Use Only

Date request was received: __/__/__

Applicable Approval:

Calendar: _____ Date: __/__/__

Building & Grounds: _____ Date: __/__/__

Fellowship: _____ Date: __/__/__

A/V or Music: _____ Date: __/__/__

Pastor/Deacon: _____ Date: __/__/__

Date event was Approved and notification given: __/__/__

Policy for Using North Woods Baptist Church Facilities

- Personal use, community support organizations, and non-profit organizations, whose use is consistent with the mission of the North Woods Baptist Church, are welcome. We profess Jesus Christ, as Lord. Any event using the church cannot promote otherwise.
- Church leadership can deny building use by any group that they feel does not support the church's mission and/or detracts from the Gospel of Christ.
- North Woods Baptist Church is a smoke, drug, and alcohol free grounds (including facility and parking lots). Your gathering may not include the use of tobacco or other drugs including beverages with alcohol.
- All requests for use of church property for outside functions must first be verified.
- For use of the church on Saturday nights, the church must be vacated no later than 5:00 p.m. unless special permission is given.
- No events on Sunday unless special permission is given.
- All supplies, decorations, or props, etc. must be removed immediately after usage.
- Requesting party is responsible for all kitchen and table cleanup.
- Please turn off lights and lock doors when you leave the building.
- If additional space is required, please make this request before your event so our custodial staff can be ready for you.
- Thoughtful care of the church and facilities are greatly appreciated.
- There are no set fees for using the church facilities.

Clean Up:

You are responsible for the following:

- ____ Empty all trash receptacles used. _____ Stove, coffee pots, cookers and dishwasher turned OFF.
- ____ Furniture & equipment returned to original position. _____ Dispose of decorations.
- ____ Area is vacuumed. _____ Lights turned OFF. _____ Check restroom cleanliness
- ____ Return Sanctuary chairs to original position ready for Sunday morning worship (Copy of set-up instructions are available in the church office).
- ____ Lock doors!

**No equipment or furniture shall be removed from the premises.*

**Only approved technicians are allowed to operate sound system and video system.*