



# FBC Building Use Form

## Small Group Meetings

Committees, Bible study groups, study clubs, civic, support groups, etc.

Today's Date \_\_\_\_\_  
Meeting Requested By \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email Address \_\_\_\_\_

Event Name - \_\_\_\_\_

Event Day - S M T W T F S (circle one)

Event Date(s) \_\_\_\_\_

One Time or Recurring Event (circle one)

If Recurring - Daily - Weekly - Monthly - Annually (circle one)

Room(s) Requested \_\_\_\_\_

Actual Event Time Range \_\_\_\_\_ to \_\_\_\_\_

Is set up time needed before the meeting? \_\_\_\_\_ If so, how much time? \_\_\_\_\_

Is clean up time needed after the meeting? \_\_\_\_\_ If so, how much time? \_\_\_\_\_

Are additional tables needed? \_\_\_\_\_ If so, how many rectangle? \_\_\_\_\_ round? \_\_\_\_\_

Are additional chairs needed? \_\_\_\_\_ If so, how many fold up? \_\_\_\_\_ upholstered? \_\_\_\_\_

Do you need audio/visual equipment? \_\_\_\_\_. If so, please specify: \* \_\_\_\_\_

\* Please be aware that you will be responsible for checking out equipment, recruiting an operator of equipment if needed, making sure it works as needed and returning it when the meeting is over.

**If your meeting is after regular hours or on weekends, you will be responsible for checking out a key from Elicia Polk.**

**Please list any other requests or information you need us to know for your event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Office Use Only

\_\_\_\_\_ Request submitted in Staff Meeting on \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Declined

\_\_\_\_\_ Further information needed? \_\_\_\_\_

\_\_\_\_\_ Requestor notified of decision