

FRONTLINE BIBLE CHURCH

BUILDING USE REQUEST FOR MINISTRY PURPOSES

NAME(S) OF PERSON(S) REQUESTING AND ACCEPTING RESPONSIBILITY FOR
USE OF THE
FACILITIES: _____

ADDRESS:

CONTACT PHONE
NUMBER(S): _____

DATE(S) OF USE:

TIME(S) OF USE:

PURPOSE FOR USE OF THE BUILDING (describe below)

ROOM(S) / AREA(S) TO BE USED (list below)

EQUIPMENT TO BE USED (list below)

VIDEO GAMES and/or MOVIES TO BE USED (list below)

The building and its contents must be left in the same condition as when you arrived. Please, immediately report any damages or problems that may occur, or have occurred.

Lights and equipment must be turned off and the facilities secured before leaving the site.

On Saturdays, use of the building must be concluded by 5:00 pm unless prior approval has been given.

APPROVED BY _____ DATE
_____ (Office Administrator)

COPIES TO: CHURCH SECRETARY
CUSTODIAN
DEACON BOARD SECRETARY