



Paseo Baptist Church

FACILITY USE REQUEST FORM

(Please submit completed form to church secretary at paseobaptistchurch@kc.rr.com or via fax to 816-921-8313 at least two weeks before your event to confirm your reservation)

Date Submitted: _____ Ministry/Individual/Group Requesting Use: _____

Date(s) Requested _____ Time _____ If recurring, Start Date: _____ End Date: _____

Contact Info: Home () _____ Cell () _____

Email: _____ Open to the Public: _____ yes _____ no

Please explain activity to be held: _____

Estimated number of attendees: _____ Will food be served? _____ yes _____ no

FACILITIES NEEDED (please check all rooms you are requesting):

- | | |
|--|---|
| <input type="checkbox"/> Classroom (s) How many? _____ | <input type="checkbox"/> Prayer Room |
| <input type="checkbox"/> Computer Room | <input type="checkbox"/> Sanctuary |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Great Room | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Multipurpose Room | <input type="checkbox"/> Other, Please list _____ |

EQUIPMENT NEEDED (please check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Microphone (How many? _____) | <input type="checkbox"/> Sound System |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Tables # _____ / Chairs # _____ |
| <input type="checkbox"/> Podium | <input type="checkbox"/> TV/VCR/DVD |
| <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Other, please list _____ |

The person/group requesting the use of Church facilities hereby 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 set up, clean up, and return to normal set up of the facility.

Signature of Responsible Party _____
Date

OFFICE USE ONLY:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	Comments: _____
CC: _____ (Office) _____ (Building/Grounds) _____ (AV Coordinator) _____ (Minister of Music)		
_____ (Ministry/Individual/Group)		