

The Bible Church of Little Rock

Facilities Request form

Event/Ministry Program Information

Start Date: _____ End Date: _____ Number Attending: _____

Days of Week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
(Circle day(s) you are requesting use.)

Frequency: One time Weekly Monthly Other
(Please attach a calendar schedule for events that meet more than once.)

Setup Time: _____ Begin Time: _____ End Time: _____

Do you have a key or door code to access the building? _____

Event Purpose:

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Authorized Overseer: _____ Phone: _____

Authorized overseer must be present at all events. This person must be a church member and will be responsible for locking up, turning off lights, etc. and ensuring that proper clean up takes place.

Rooms Requested (check all that apply):

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Worship Center | <input type="checkbox"/> Youth Loft | <input type="checkbox"/> A210 Adult | <input type="checkbox"/> A115 Nursing Rm.** |
| <input type="checkbox"/> First Floor Lobby | <input type="checkbox"/> A201 Adult | <input type="checkbox"/> A211 Conf. Rm. | <input type="checkbox"/> A212 1 st grade |
| <input type="checkbox"/> B109 Cry Room | <input type="checkbox"/> A202 Adult | <input type="checkbox"/> A100 Leaping Lizards ** | <input type="checkbox"/> A214 2 nd grade |
| <input type="checkbox"/> Prayer Room | <input type="checkbox"/> A203 Kitchenette | <input type="checkbox"/> A101 Playroom | <input type="checkbox"/> A216 3 rd grade |
| <input type="checkbox"/> Second Floor Lobby | <input type="checkbox"/> A204 Adult | <input type="checkbox"/> A103 Busy Bees ** | <input type="checkbox"/> A220 4 th grade |
| <input type="checkbox"/> C101 Choir Room | <input type="checkbox"/> A205 Adult | <input type="checkbox"/> A104 Fireflies | <input type="checkbox"/> A221 Pre-K |
| <input type="checkbox"/> C104 Kitchen | <input type="checkbox"/> A206 Adult | <input type="checkbox"/> A106 4 yr old ** | <input type="checkbox"/> A222 5 th -6 th Grade |
| <input type="checkbox"/> C107 Activity Center | <input type="checkbox"/> A207 Adult | <input type="checkbox"/> A109 3 yr old ** | <input type="checkbox"/> A223 Kindergarten |
| <input type="checkbox"/> C200 Youth-Sr. High | <input type="checkbox"/> A208 Adult ** | <input type="checkbox"/> A111 Crib Room | <input type="checkbox"/> A224 5 th -6 th Grade |
| <input type="checkbox"/> C201 Youth-Jr. High | <input type="checkbox"/> A209 Adult | <input type="checkbox"/> A114 Crawler Room | |

** Indicates TV in room.

Kitchen Use

Contact Person (if different from overall contact): _____

Contact Phone Number: _____

Approval by Kitchen Coordinator: _____

Names of Clean Up Team: _____

Audio/Visual Equipment Needed

Note: If you desire to use any of the A/V equipment in our Worship Center or Activity Center, the church will provide the individual to run the equipment at a fee (see Facility Use Policy).

_____ Sound System

Please indicate number of microphones needed, type of microphones needed (standard cable or wireless), placement of microphones (on stand, hand-held, or headset), and purpose (vocal, musical instrument, other).

_____ Projector for PC/laptop (Please indicate which room(s) need this: _____)

_____ Projector for Mac (Please indicate which room(s) need this: _____)

Special Requests/Instructions

I have received, reviewed, and agree to adhere to all The Bible Church of Little Rock's policies, including but not limited to the Bylaws and Philosophy of Ministry statements on Marriage, on Gender, and on Human Sexuality and Sexual Orientation, which are incorporated by reference as if fully set forth herein. I have read and fully understand the Facility Use Policy and the Facility Use Agreement and hereby expressly agree to adhere to all guidelines, requirements, restrictions, and other provisions set forth therein.

I request to use the church facilities for the express purpose indicated above and will utilize said facilities in a manner consistent with The Bible Church of Little Rock's stated purposes and beliefs. To the best of my knowledge, I am not aware that the reserving individual, group, or organization holds, advances, or advocates beliefs that conflict with the church's faith or moral teachings.

It is agreed and understood that this contract shall remain in force only for the term in which I comply with The Bible Church of Little Rock's policies, as set forth herein, and as long thereafter as I comply. I understand that all facility privileges automatically terminate if I engage in any conduct or avocation of conduct that stands in contradiction to The Bible Church of Little Rock's stated beliefs, policies, and mission as set forth herein. I agree to notify The Bible Church of Little Rock authority immediately upon the knowledge that church facilities or properties are being utilized in a manner inconsistent with church policies. I submit exclusively to the designated authority of The Bible Church of Little Rock to resolve any disputes relating to church property or facility use.

Invitee(s)/Licensee Signature(s)

Title

Date

Approval Signature

Title

Date

Office Use Only

Date Received in Office: _____

____ Added to Church Calendar

Received by: _____

____ HVAC Set

____ Contact Notified

____ Doors Set (Code: _____)

Approved By: _____