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):

[ ] Worship Center  [ ] Youth Loft  [ ] A201 Adult  [ ] A210 Adult  [ ] A115 Nursing Rm,**
[ ] First Floor Lobby  [ ] A203 Adult  [ ] A211 Conf. Rm.  [ ] A212 1st grade  [ ] A214 2nd grade
[ ] B109 Cry Room  [ ] A204 Adult  [ ] A100 Leaping Lizards **  [ ] A216 3rd grade  [ ] A220 4th grade
[ ] Prayer Room  [ ] A206 Adult  [ ] A101 Playroom  [ ] A221 Pre-K  [ ] A222 5th-6th Grade
[ ] Second Floor Lobby  [ ] A207 Adult  [ ] A103 Busy Bees **  [ ] A223 Kindergarten
[ ] C101 Choir Room  [ ] A208 Adult **  [ ] A104 Fireflies  [ ] A224 5th-6th Grade
[ ] C104 Kitchen  [ ] A209 Adult  [ ] A109 3 yr old **  [ ] A225 Toddler
[ ] C107 Activity Center  [ ] A210 Adult  [ ] A111 Crib Room  [ ] A226 Youth
[ ] C200 Youth-Sr. High  [ ] A211 Adult  [ ] A227 Preschool
[ ] C201 Youth-Jr. High

** 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: ____________________________
_____________________________________________________________________________
_____________________________________________________________________________

Revised: 4/27/16
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
Approved By: ________________________  __ Contact Notified
__ Doors Set (Code: __________)