

# FACILITY USE REQUEST FORM

HERITAGE BAPTIST CHURCH \* 1512 JOHN EXUM PKWY \* JOHNSON CITY, TN

DATE SUBMITTED

SUBMITTED BY:

## WHO/WHAT

Event Title:

Contact Person

Contact Phone

Church Related?

## WHEN/WHERE

Event Date:

Event time:

Set up times:

Doors unlocked when?

Doors locked when?

## EVENT TYPE

- Seminar/teaching
- Wedding
- Meal/reception/shower
- Rehearsal
- Concert/program
- Committee meeting

## EVENT/ACTIVITY NEEDS

- Someone to open/close building
- Sound system operators
- Nursery
- Clean up after event

*(Fees may be charged for some of these – contact church office for details)*

## AREAS NEEDED

### MAIN BUILDING

- Sanctuary
- Nursery
- Kitchen
- Classroom(s) needed  
Room #'s \_\_\_\_\_
- Grounds
- KidStuf room

### MANSE

- Entire facility
- Grounds
- Downstairs rooms

### FAMILY LIFE CENTER

- Youth Center
- Children's worship center
- Preschool worship center
- Ball Pit
- Playground
- Classrooms  
Room #'s \_\_\_\_\_
- Upstairs kitchen
- Gym
- Downstairs kitchen
- Youth classroom
- Preteen area

## DISTRIBUTION REQUEST

- Church secretary/calendar
- Custodial staff
- Trustees
- Sound technician
- Kitchen committee
- Pastoral staff: Who? \_\_\_\_\_
- Other: Who? \_\_\_\_\_

## APPROVAL/DENIAL

- Approved**      Date approved \_\_\_\_\_
  - Placed on calendar
  - Distributed to necessary people?
- Denied**
  - Date/time conflict with already scheduled event
  - Event/Activity purpose not fulfilling church's mission
  - Facility not adequate for event/activity needs
  - Maximum number of events already on church calendar

## OTHER INFORMATION:

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