

MORNINGSIDE BAPTIST CHURCH EVENT / FACILITY REQUEST FORM

(DO NOT PUBLICIZE YOUR EVENT UNTIL STAFF APPROVAL HAS BEEN GIVEN.

Please submit this form to the Church Office for review by staff at their staff meeting and to check calendar availability before the event is publicized. You will be contacted by church staff with confirmation.) *Event requests are exclusive to members of Morningside Baptist Church.*

Date _____

Contact Person(s): _____

Phone Number: Home _____ Cell _____

Event: _____

Date of Event: _____ Time of Event: _____

Description of Event: _____

Estimated Number of People to Attend: _____

Will there be a cost for event? _____ Cost from Budget: _____

Budget Line Item Affected: _____

Cost to Participants: _____

Facilities Requested:

_____ Fellowship Hall

_____ Kitchen

_____ Bathrooms

_____ Youth Room

_____ Classrooms – which rooms _____

_____ Playground

_____ Outside Grounds / Soccer Fields

Staff Required: _____

Equipment Needed:

_____ White Round Tables (Seats 8)	How many? _____
_____ Fold Out Rectangle Tables (Seats 16)	How many? _____
_____ Chairs	How many? _____
_____ Additional Equipment (additional fees may apply) – Please list: _____	

Fees:

Fee: \$150.00 – This fee will be charged for all events not directly related to a church sponsored ministry (including but not limited to a party, shower, dinner, family event, game night, etc.) covers custodial fees and the cost of electricity, air conditioning/ heating, etc. used for an event held at the church. If the event is longer than four (4) hours, it will cost \$50 for each additional hour.

If this event is a church sponsored ministry event (pastoral staff will make the determination as to whether an event qualifies as a ministry sponsored event) there are no fees.

**Please do not publicize this event prior to approval
and event being placed on the Church calendar.**