



## Gravelly Baptist Church Facilities Request

---

### Request for Facilities Use Shower

Groom Name: \_\_\_\_\_

Bride Name: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

### Facilities/Services Required:

Sound Booth Personnel:  Choir:  Soloist:  \_\_\_\_\_

Will Reception Follow? Yes  No  Date \_\_\_\_\_

Who will be responsible for Kitchen Equipment: \_\_\_\_\_

Kitchen Equipment Training Name\Date \_\_\_\_\_

## Routing and Approvals

---

Church Office Name\Date: \_\_\_\_\_

Pastor Name\Date: \_\_\_\_\_

Sound Booth Name\Date: \_\_\_\_\_

Choir Name\Date: \_\_\_\_\_

Soloist Name\Date: \_\_\_\_\_

Hostess Name\Date: \_\_\_\_\_

Security Name\Date: \_\_\_\_\_



## Gravelly Baptist Church Facilities Request

---

Request for Facilities Use *Birthday Party*

Groom Name: \_\_\_\_\_

Bride Name: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Facilities/Services Required:

Sound Booth Personnel:  Choir:  Soloist:  \_\_\_\_\_

Will Reception Follow? Yes  No  Date \_\_\_\_\_

Who will be responsible for Kitchen Equipment: \_\_\_\_\_

Kitchen Equipment Training Name\Date \_\_\_\_\_

## Routing and Approvals

---

Church Office Name\Date: \_\_\_\_\_

Pastor Name\Date: \_\_\_\_\_

Sound Booth Name\Date: \_\_\_\_\_

Choir Name\Date: \_\_\_\_\_

Soloist Name\Date: \_\_\_\_\_

Hostess Name\Date: \_\_\_\_\_

Security Name\Date: \_\_\_\_\_



## Gravelly Baptist Church Facilities Request

---

**Request for Facilities Use *Wedding***

**Groom Name:** \_\_\_\_\_

**Bride Name:** \_\_\_\_\_

**Date of Wedding:** \_\_\_\_\_

**Facilities/Services Required:**

**Sound Booth Personnel:**  **Choir:**  **Soloist:**  \_\_\_\_\_

**Will Reception Follow? Yes**  **No**  **Date** \_\_\_\_\_

**Who will be responsible for Kitchen Equipment:** \_\_\_\_\_

**Kitchen Equipment Training Name\Date** \_\_\_\_\_

## Routing and Approvals

---

**Church Office Name\Date:** \_\_\_\_\_

**Pastor Name\Date:** \_\_\_\_\_

**Sound Booth Name\Date:** \_\_\_\_\_

**Choir Name\Date:** \_\_\_\_\_

**Soloist Name\Date:** \_\_\_\_\_

**Hostess Name\Date:** \_\_\_\_\_

**Security Name\Date:** \_\_\_\_\_

**Guidelines for use of facilities at Gravelly Baptist Church/Gravelly Baptist Church Ministry Center**

- All use of the GBC facilities must be scheduled through the church office. Only if the facilities are not previously scheduled will use be allowed.
- No activity is permitted where merchandise will be sold for profit.
- Any fundraising events/activities must have prior approval from church staff: Senior Pastor, Associate Pastor, Deacon Chairman, and Business Administrator.
- The facilities must be left in good condition when the event has ended including bathrooms. If facility has to be cleaned after use a \$50 charge will be required.
- All trash must be emptied (in kitchen, gym, bathrooms & if upstairs is used as well) and taken off premises. Make sure bathrooms are clean & no paper left on floors.
- Floors must be clear of any debris.
- If chairs & tables are down when you have the event scheduled, they must be put back as they were when you began your event.
- All left over food items brought in must be taken with you.
- When an event is scheduled you must sign an agreement stating you agree with the above and keys for the gate and door will be given to you at that time.
- A church member must be present at each event.
- Keys must be returned to the church office by the next working day.
- Responsibility for any damages to the facility during your event will be yours.

If you agree to these terms & conditions, sign below and pick up your keys the day before the event.

---

---

**Guidelines for use of Church Van or trailer**

- All use of the GBC van or trailer must be scheduled through the church office. Only if the van & or trailer are not previously scheduled will use be allowed.
- The van or trailer must be left in good condition when the event has ended.
- All trash must be emptied from the van and taken off premises.
- When an event is scheduled you must sign an agreement stating you agree with the above and keys for the gate, van & building where van is stored will be given to you at that time.
- The driver must be listed on our list of approved drivers through our insurance carrier.
- Keys must be returned to the church office by the next working day or upon your return.

If you agree to these terms & conditions, sign below and pick up your keys the day before the event.

---

---