

Forest Park Bible Church — Building Use Request Form

Please fill out this form completely after reviewing the Building Use Policy. Return to the Pastor or a Trustee at least 4 weeks before your requested date.

1. CONTACT INFORMATION

Name	Phone Number
Email Address	Organization (if applicable)
Address	City / State / ZIP
Member of FPBC? ☐ Yes ☐ No	

2. EVENT DETAILS

Event Name / Type	Requested Date(s)
Start Time	End Time
Setup Time	Cleanup Time
Purpose of Event	Recurring? ☐ Yes ☐ No

3. FACILITY AREAS REQUESTED

☐ Sanctuary ☐ Fellowship Hall ☐ Kitchen ☐ Sound Booth / Media
☐ Nursery ☐ Ranch Room ☐ Outdoor Areas ☐ Other _____

4. ATTENDANCE

Estimated Attendance _____	Children Present? ☐ Yes ☐ No
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5. EQUIPMENT & SETUP NEEDS

Tables (Quantity)	
Chairs (Quantity)	
Microphones	
Projector / Screens	
Sound / A/V Operator	
Kitchen Access	
Other Equipment	

6. FOOD & DECORATIONS

Food/Drinks Served? ☐ Yes ☐ No Decorations Used? ☐ Yes ☐ No

7. FEES & DEPOSITS (Leadership Only)

Rental Fee \$ _____	Cleaning Fee \$ _____
Refundable Deposit _____	Approved By _____

9. AGREEMENT

By signing below, I agree to the Forest Park Bible Church Building Use Policy and accept responsibility for damages or issues occurring during the event.

Applicant Signature _____	Date _____
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