



Building/Equipment Use Form Ministry Event

Day & Date of Event _____

Activity _____

Start time _____

End time _____

Setup time _____ **Actual leave time** _____

Expected number of people _____

Person or group requesting:

Contact Email _____

Contact Phone _____

Area Requested:

MAIN LEVEL

- Sanctuary
- Berean rooms
- Gym
- Gym Kitchen
- Choir room

UPPER LEVEL

- The Well
- Upper Room
- The Bridge

Request resources:
indicate by checkmark or number

_____ Microphone	_____ Podium
_____ Rectangular tables	_____ TV/DVD on cart
_____ Round tables	_____ Video projector & screen
_____ Highchairs	

STAFF USE:

Approval date _____

Staffing for event _____

Off-Premises Equipment Use—depends on availability of items. Pick-up and return should be done during office hours (8 am - 12 pm M-F) unless prior arrangements are made.

_____ 8' Wooden rectangular tables(19 available)	PICK UP DATE/TIME _____
_____ Wooden folding chairs (175 available)	
_____ 5-gallon Igloo jugs (2 available)	RETURN DATE/TIME _____

Berean staff sets up for events unless otherwise arranged by the requesting party and approved by the Facilities and Systems committee. If extensive set up or cleaning is required, there may be additional fees. You are responsible for providing your own tableware (plates, cups, etc).

I understand and accept my role as “Person Responsible” for this activity and will adhere to the guidelines for using the building and equipment. I have read and understand the usage policy on the reverse and will report any damage that may happen to the building and/or equipment used.

>>> Please turn this form in to the office for approval after initialing policy on reverse. <<<<

Signed _____

Date _____

General Guidelines for Use of Building and Facilities

Berean Baptist Church, Grand Rapids, Michigan

1. The facility is offered for use on a first-come, first-served basis, and is subject to approval.
2. The facility is to be left as it was found.
3. Access to areas is limited to those you specified on this form. All others are off-limits.
4. Alcoholic beverages and cigarettes are not permitted on church property.
5. Permission is required to put up decorations. Any fasteners such as thumbtacks, nails, tape, etc. are not to be used without prior approval. All set up is subject to approval.
6. Do not move items that are large and may require special attention from staff, such as musical instruments and equipment, audio/video equipment, furniture, wall hangings, and the like. Ask a staff member for assistance.
7. Candles must be dripless or in containers. No open-flame candles are allowed.
8. No red punch or juice.
9. No glitter.
10. No food or drink is allowed in the auditorium, with the exception of communion and closed water containers.

Initials: _____

Date: _____