

# Morningside Baptist Church Event / Facility Request Form

(Please submit this form to the Church Office for review by the staff  
and to check calendar availability before the event is publicized.  
You will be contacted by Church staff with confirmation.)

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

\_\_\_\_\_ Sanctuary

\_\_\_\_\_ Classrooms (Mark classrooms on floor plan on the next page.)

\_\_\_\_\_ Youth Portable

\_\_\_\_\_ Playground

\_\_\_\_\_ Outside Grounds / Soccer Fields

Staff Required: \_\_\_\_\_

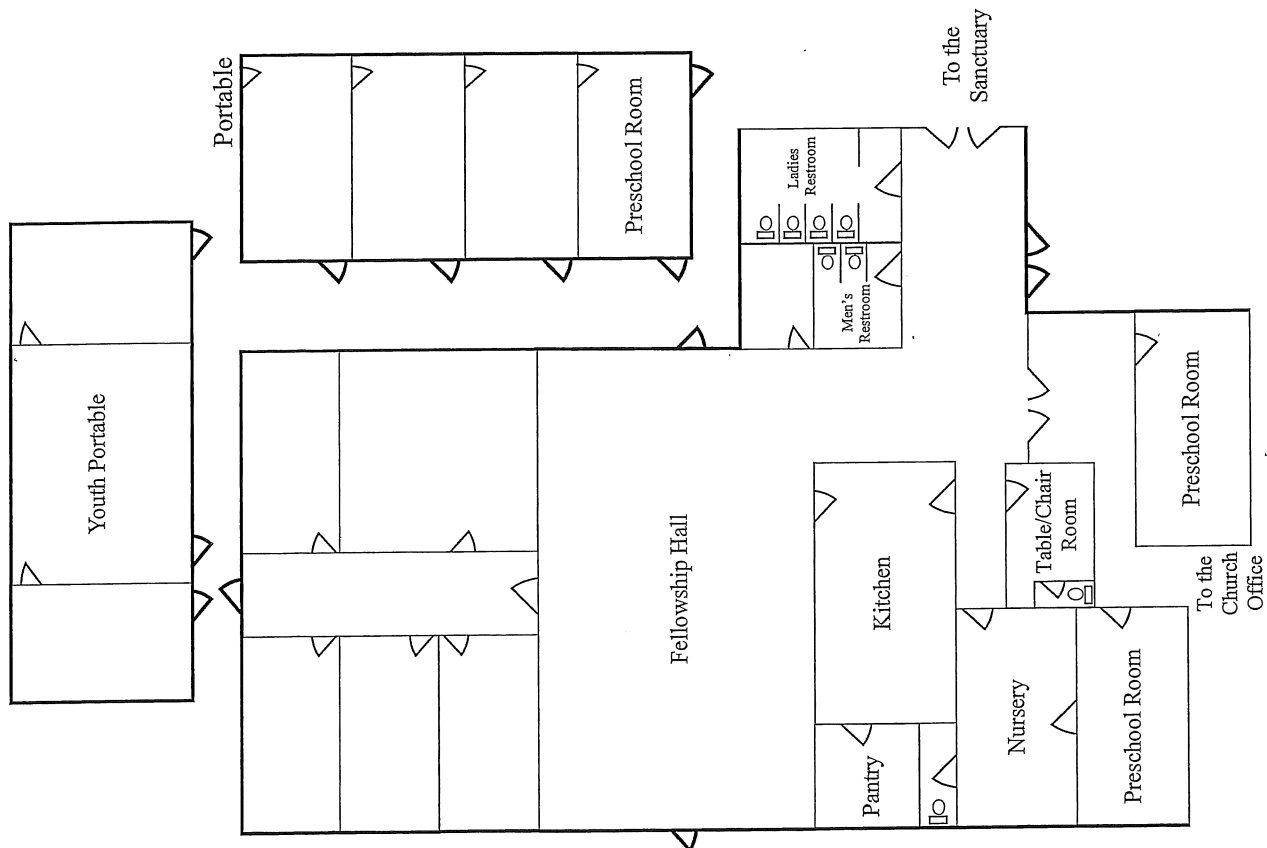
\_\_\_\_\_

\_\_\_\_\_

**Equipment Needed: (Please draw a layout of the equipment, tables, chairs, etc. you would like on the floor plan below for set up purposes.)**

- \_\_\_\_\_ White Round Tables (Seats 8)                      How many? \_\_\_\_\_
- \_\_\_\_\_ White Rectangle Tables (Seats 8)                      How many? \_\_\_\_\_
- \_\_\_\_\_ Fold Out Rectangle Tables (Seats 16)                      How many? \_\_\_\_\_
- \_\_\_\_\_ Chairs    How many? \_\_\_\_\_
- \_\_\_\_\_ TV
- \_\_\_\_\_ DVD/VCR Player
- \_\_\_\_\_ Additional Equipment – Please list: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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



## EVENT REFUNDABLE DEPOSIT SHEET

A refundable deposit of \$100 will be required for the use of Church facilities. Each area used must be cleaned up after your event. The following is a checklist to be used in cleaning the facilities.

Areas to be cleaned up:

- \_\_\_\_\_ Take down and put away all tables and chairs / equipment used
- \_\_\_\_\_ Vacuum and sweep all areas used
- \_\_\_\_\_ Clean the kitchen including washing and putting away all items used
- \_\_\_\_\_ Clean up the bathrooms and put out additional toilet paper rolls and paper towels if needed
- \_\_\_\_\_ Take all used trash bags to the dumpsters outside and put a new trash bag in the trash can
- \_\_\_\_\_ Wash and return any tablecloths, towels, etc. used

Please be aware that if additional Church custodial services are required, a fee will be withheld from your deposit.

**Deposit received from:** \_\_\_\_\_

**Date deposit check received:** \_\_\_\_\_

**Check number:** \_\_\_\_\_

**Amount of fee withheld from deposit:** \_\_\_\_\_

**Date deposit check or MBC check for balance returned:** \_\_\_\_\_

**MBC check number if required:** \_\_\_\_\_