



FIRST BAPTIST MORRISTOWN

FACILITY USAGE REQUEST FORM

Distribution List

_____ on ___/___/___	_____ on ___/___/___
_____ on ___/___/___	_____ on ___/___/___
_____ on ___/___/___	_____ on ___/___/___

Event Name _____ Day of Week _____ Date ___/___/___

Group/Organization _____ Event Time: From _____ a.m. To _____ a.m.
p.m. p.m.

Submitted By _____ Building Open: From _____ a.m. To _____ a.m.
p.m. p.m.

Phone: Home _____ Work _____ Cell _____ Approx. Attendance _____

Submitted ___/___/___ Early Setup? No Yes – Setup Date ___/___/___ Time _____

For Non-FBC Activity:

1. What is the purpose of the event? _____
2. Is there a charge to attendees? Yes No
3. Is the activity a fundraiser? Yes No

- FBC Ministry Activity
 FBC Member Activity
 Non-Profit Org. Activity
 FOR-Profit Org. Activity

**FS
OK**

Food Service Requests _____

**Nur
OK**

Childcare Requests _____

**HG
OK**

Sound/Video Requests _____

**Mnt
OK**

Maintenance Requests _____

**Veh
OK**

Vehicle Requests: Van 1 Van 2 Bus 10' Trailer 16' Trailer

FACILITIES TO BE RESERVED

- Worship Center
- Wallen-Purkey Room
- Parlor
- Parlor Kitchen
- Parlor—Brides Room
- Student Center—Main
- Student Center—Basement
- Student Center—Upstairs
- Student Center—Kitchen
- Fellowship Hall—1/2
- Fellowship Hall—Full
- Fellowship Hall—Kitchen
- Fellowship Hall—Food Service
- Nursery / Childcare
- Sound / Video
- Maintenance Help
- Vehicles
- Harrell Park

**Cal
OK**

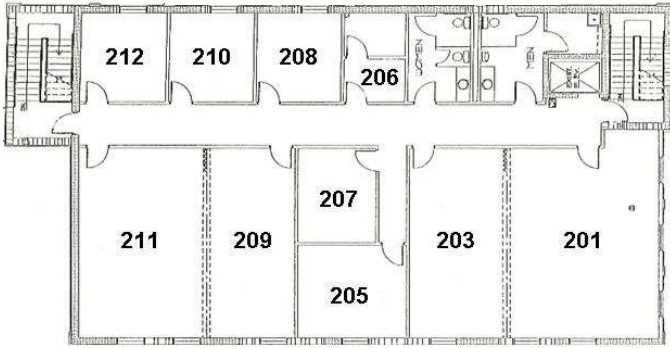
Pre-Approval OK to:

- Calendar Higher Ground
- Food Serv. Maintenance
- Nursery Vehicles

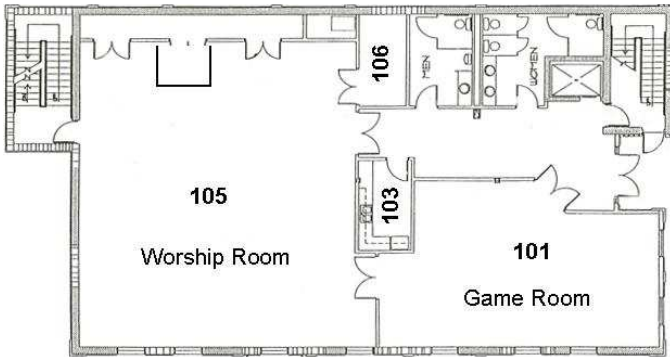
Staff Approval _____ Date ___/___/___

All Events Requiring Use of Facilities or Maintenance Must Complete Reverse Side with Requested Room Setup

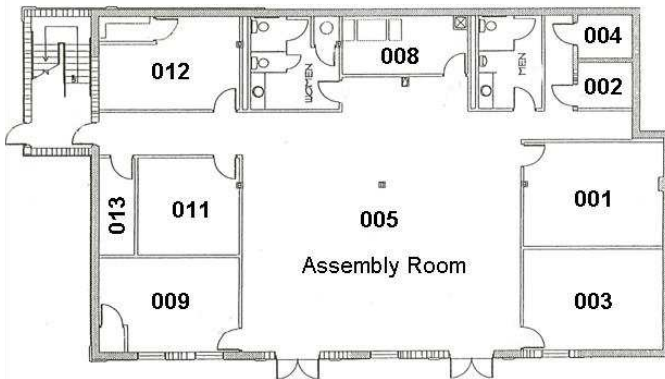
Student Center — 2nd Floor



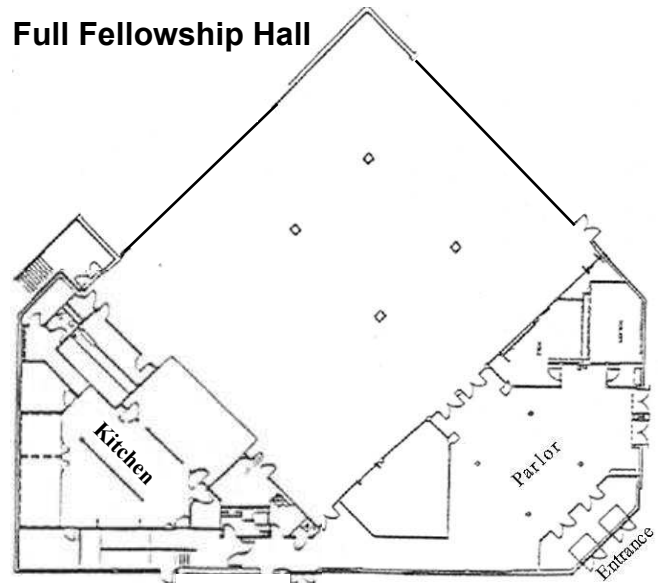
Student Center — 1st Floor



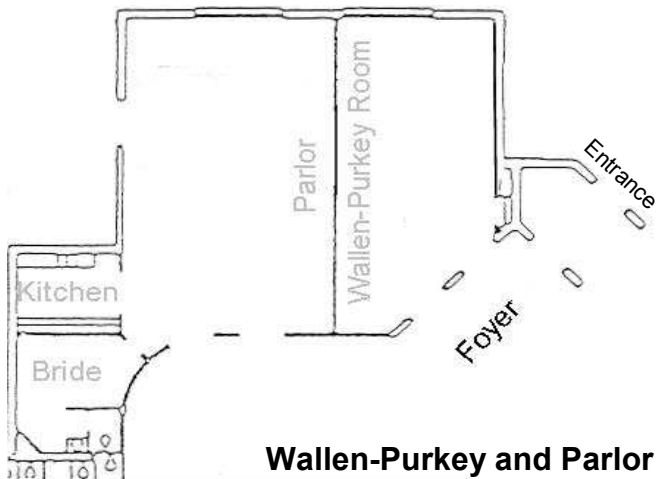
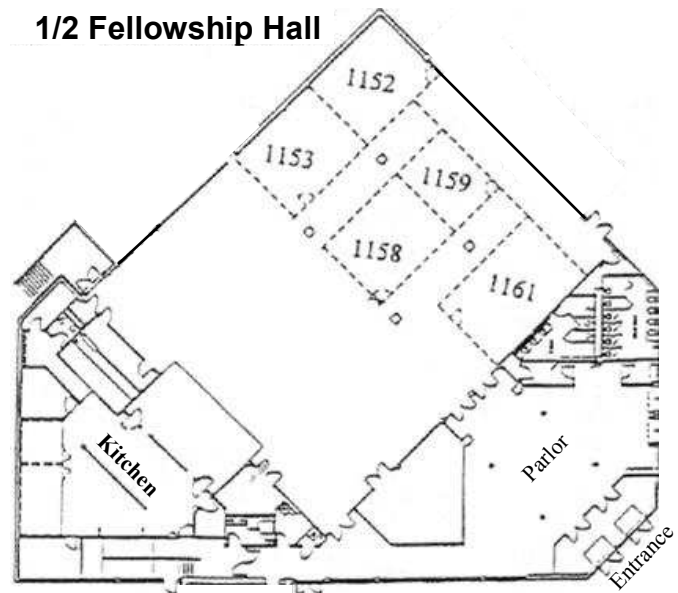
Student Center — Basement



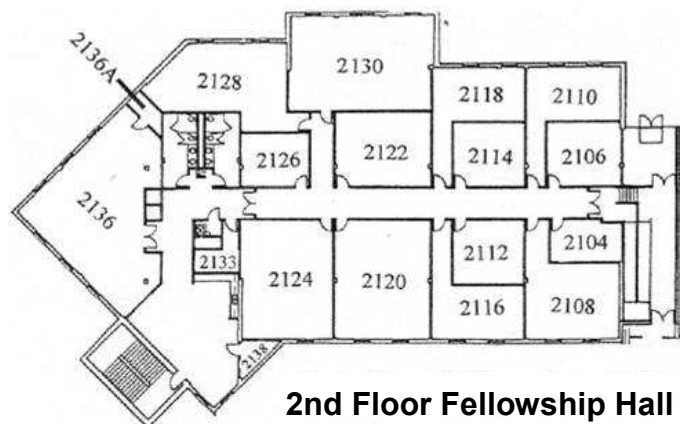
Full Fellowship Hall



1/2 Fellowship Hall



Wallen-Purkey and Parlor



2nd Floor Fellowship Hall