

Office Use Only

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TC of approval

**Bay Leaf Baptist Church
Facilities/Calendar Request Form**

Today's Date _____

Activity/Emphasis Description: _____

Group Requesting: _____

Representative: _____ Contact #: _____

Date(s) Requested: _____ Number of Participants _____

Time: Start _____ End _____

Setup Time: _____ Cleanup Time Completed By: _____

Rooms Required (check all that apply):

Sanctuary Chapel Family Life Center Kitchen Parlor

Youth Lounge Fellowship Hall Athletic Field Other

Explain Other: _____

Equipment Needed (check all that apply):

Tables Chairs Lectern Sound System

Audio/Visual Equipment (specify) Other

Explain Other: _____

List Quantities Needed: _____

FOR OFFICE USE ONLY

Date

Initials

Request Received

Church Calendar

Custodian

Fees Paid

Staff Approval _____ Date _____

Bay Leaf Baptist Church

12200 BAYLEAF CHURCH ROAD
RALEIGH, NC 27614
(919) 847-4477

Guidelines for Making a Request for Facilities

1. All requests must be made at least two weeks in advance.
2. Typically no request will be honored for more than six months in advance.
3. All requests must be approved by the church staff and/or the Church Council. Written approval will be made by mail.
4. A set up or clean up fee may be charged.
5. Proper care of the building is required and any breakage or damage must be paid for by the group using the facility.
6. When youth or children will be using the facility, the group responsible must agree to provide adequate adult supervision as outlined below.

Under grade 6 – one sponsor per 5 children
Grades 6 – 12 one adult per 10 participants

The signing of this request forms a contract between the signing party and Bay Leaf Baptist Church. I have received, read, understand, and will abide by all church policies as related to this request. The signing of this agreement with Bay Leaf Baptist Church releases Bay Leaf Baptist Church from all liability with regard to injury (see heading LIABILITY) in addition, the signing party agrees to be responsible for all damage incurred to the property of Bay Leaf Baptist Church during the time of use.

Signed _____ Date _____

Address _____ Phone _____

Approved by _____ Date _____

Fees: _____ Initials
