

REQUEST TO USE MT. PLEASANT BAPTIST CHURCH FACILITIES/TRANSPORTATION

Please submit request 60 days prior to the event.

DISCLAIMER: Mt. Pleasant IS NOT RESPONSIBLE for rental/personal property secured by the ministry/member used for weddings, dinners, programs, and etc. on church property.

MINISTRY/ MEMBER: _____

PURPOSE: _____

FACILITIES REQUESTED: (Put "x" in appropriate category)

Space

Main Sanctuary _____ *Kitchen _____ Fellowship Hall _____ Classroom 1 _____
Pinkett & Sheppard Chapel _____ Library _____ Multipurpose Rm A _____ Multipurpose Rm C _____ Classroom 2 _____
Holyoke House _____ Nursery _____ Multipurpose Rm B _____ Multipurpose Rm D _____ Classroom 3 _____
Sound Room (A/V) _____

Equipment (COMPLETE DESTINATION (under transportation) IF EQUIPMENT USED OFF-SITE.)

| | | | | |
|--------------------------|--------------------------|----------------------------|----------------|-----------------------|
| Overhead projector _____ | VCR/Monitor _____ | Tables: _____ | Dryboard _____ | Coffee Pot _____ |
| Copier _____ | Portable PA System _____ | Chairs: _____ | Easel _____ | Wheel Chair _____ |
| Chapel Screen _____ | Microphones _____ | PowerPoint Projector _____ | Easel _____ | Elevator _____ |
| | | | | Time: _____ |

Transportation (MINISTRY LEADERS are responsible for securing driver(s). Contact the church office for list.)

Destination _____
must be completed for vehicle request. Van(s) _____ **Destination:** _____
Bus _____ **Driver(s):** _____

Date(s): _____ **Time(s):** _____

Prior Setup Needed Yes/No: _____
(If yes, please indicate date & time) _____

Contact Person & Phone Number: _____

***IMPORTANT FOR KITCHEN USE: Please contact the Church Hospitality Director**

Requested by: _____ **Date:** _____
Signature: Chair or Member

Approved: _____ **Date:** _____
Pastor

Approved: _____ **Date:** _____
Trustee

_____ Original form (with signatures) returned to ministry and/or member.

Copies sent to: Deacon _____ Trustee _____ Pastor _____ Church Office/Secretary _____
Hospitality _____ Nursery _____ A/V _____ Janitor _____ Other _____