

Mt. Pisgah Baptist Church
Facilities Request Form

Date Submitted: _____

Name of Person Completing Form: _____ Phone _____

Date of Function _____ Day of Week _____ Start Time _____ End Time _____

Name of Group _____

Event Description _____

Contact Person (must be present at function) _____

Phone _____ Email _____

Building Requested:

Sanctuary _____ Chapel _____ SS-Room # _____ Youth Room _____

Rec. Room _____ Fitness Center _____ Fellowship Hall _____

Kitchen _____ Parlor _____

Chairman of Building and Grounds + Senior Pastor approval required:

Chair _____ Sr. Pastor _____

Complete this form and return to the Church Office for approval before announcement of the event. On-going reservations expire after 1 year. Notify the Church Secretary as soon as possible if your activity or event is cancelled.

Groups are responsible for set-up of tables, chairs, etc., as well as cleanup. Use of sound equipment must have advance approval from the Minister of Music or other appropriate staff members.