

## Vineville Baptist Church Facilities Request Form

### REQUESTOR INFORMATION:

Name:		Phone Number:	
Email Address:		VBC Church Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### EVENT INFORMATION:

Event Name:			
Event Purpose:			
Date of Event:		Event Start & End Time:	
Setup Start & End Time:		Cleanup Start & End Time:	
Unlock Doors At:		Lock Doors At:	
AC/Heat Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No		AVL Needs: <input type="checkbox"/> Yes <input type="checkbox"/> No	

### SPACE & RESOURCES REQUESTED:

*This reservation form is for non-wedding events. All weddings must be reserved through the VBC wedding coordinator. Please contact the Church Office.*

Church Sponsored Event (\$0)							
Activities Building		Moore Building		Sammons Building		Landrum Building	
<input type="checkbox"/>	Gymnasium	<input type="checkbox"/>	M-106	<input type="checkbox"/>	Children's Classrooms	<input type="checkbox"/>	Ball Room
<input type="checkbox"/>	Parlor	<input type="checkbox"/>	Conference Room	<input type="checkbox"/>	VBMS Hall	<input type="checkbox"/>	Lower Auditorium
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>		<input type="checkbox"/>	Adult Choir Room	<input type="checkbox"/>	Guest Reception
<input type="checkbox"/>	Youth Room	<input type="checkbox"/>		<input type="checkbox"/>	Handbell Room	<input type="checkbox"/>	Library
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Sanctuary
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Other Available Resources							
<input type="checkbox"/>	Passenger Van	<input type="checkbox"/>	Hines Terrace Lot	<input type="checkbox"/>	Furnished Playground	<input type="checkbox"/>	
<input type="checkbox"/>	Cargo Van	<input type="checkbox"/>	Pierce Lot	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Vineville Lot	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

**Please Note:**

*The church reserves the right to cancel/amend this request if a conflict arises with a church event. The undersigned requestor and parties involved do hereby waive liability, release and forever discharge Vineville Baptist Church, its members individually, its officers, agents, or employees from any and all demands, rights, and causes of action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof, including death, resulting from their voluntary participation on our premises.*

*To maintain proper room temperature, exterior doors must remain closed. DO NOT PROP DOORS OPEN.*

Requestor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed in the Church Office**

Facilities Manager Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit requests to [Facilities@vbcmacon.org](mailto:Facilities@vbcmacon.org)

Please note, facility requests must be received a minimum of one week (7 days) prior to the requested date.