1st Free Will Baptist Church of Park Hills

Facility Use Request

FRM-007 | RELATED POLICY: Facilities Use and Building Stewardship Policy

A request is not a confirmed reservation until approved by the appropriate church leader or board.

01 Requester and responsible adult

Requester / organization name

Contact person / event responsibility

Phone

Email

Mailing address / city / state / ZIP

- ☐ Official church ministry
- ☐ Church member / family
- ☐ Regular attender
- ☐ Community individual / outside organization

02 Requested use

Event name / purpose

Expected attendance

Requested date(s)

Event start / end time

Setup access time

Cleanup / departure time

- ☐ Sanctuary / worship area
- ☐ Fellowship / dining area
- ☐ Kitchen
- ☐ Classroom(s)
- ☐ Outdoor grounds
- ☐ Nursery / childcare area
- ☐ Sound / projection / livestream
- ☐ Other (explain below)

Rooms, setup, equipment, kitchen, technology, and other needs

03 Special circumstances

- ☐ Children / youth attending
- ☐ Childcare / youth programming provided
- ☐ Vulnerable adults receiving care
- ☐ Outside vendors / service providers
- ☐ Recurring or long-term use
- ☐ Fundraising / selling / collections

If any item is checked, describe supervision, facilities, or outside group arrangements.

04 Request and contact

I understand that use is subject to church approval and the Facilities Use and Building Stewardship Policy. Any applicable fees, agreement, insurance documentation, or other conditions will be communicated by church leadership.

Requester signature | **Date**

— For church use — scheduling and decision

- ☐ Approved
- ☐ Approved with conditions
- ☐ Referred for additional review
- ☐ Not approved

Approving pastor / trustee / authorized board | **Approval date**

Fees / deposit if imposed | **Church calendar confirmation date**

Conditions, assigned responsible person, insurance / staffing / technical needs