

FACILITY REQUEST FORM

Bible Fellowship Church
1212 E. Fairmont Blvd.
Rapid City, SD 57701
605-343-3604

GROUP INFORMATION

Group: _____ Contact Person: _____

Phone Number: _____ Email: _____

ACTIVITY INFORMATION

Activity: _____

Event Date: _____ Start Time: _____ End Time: _____

If more than one date or a continuous activity please specify the dates:

Set Up Date: _____ Set Up Time: _____

Number of People Expected: _____

- Room(s) Requested: Gym Fellowship Hall Cornerstone Room Conference Room
 Upper Room Classrooms In The Gym Resource Center Children's Rooms Nursery
Kitchen Use Need(s): Serving Counter only Refrigerator Stove & Oven Full Freezer
 Football Field (outside) Other: _____
Special Request: _____

Please read the Facility Usage Guidelines (on back) and return this form to the church office 30 days prior to the event. If you have any questions or special requests please contact us before returning this form.

EQUIPMENT REQUESTED

Please write the number needed beside each item checked

Round Tables #: _____ Rectangular Tables #: _____ Chairs #: _____

Sound Equipment: Main system (gym) Portable sound system (Sound Engineer Must be Present)

Other Special Needs: _____

Please draw a diagram on how you would like the room(s) arranged with tables, chairs, other equipment (this greatly helps our janitorial staff):

Room: _____

Room: _____



FACILITY USAGE GUIDELINES

- Requests for use of any and all facilities of BFC must be made in writing, using a Facility Request Form, a minimum of 30 days before the date needed. This includes the use of any part of church property, including the building, and football field.
- Request form is to be submitted to the church office.
- Date and time of all facility use must be scheduled with the church office and stewardship commission so it will not interfere with other church events.
- No smoking, illegal substances, or alcohol will be permitted.
- Activities that conflict with the moral and doctrinal position of the church will not be permitted.
- Children are to be confined to the approved area of use, and not allowed to run free.
- NO ONE may use the equipment in the sound booth or church office unless authorized and/or supervised.
- The area used must be left in good condition—cleaned up with garbage removed, lights turned off, and the doors locked.
- Accidents affecting persons or property must be reported immediately to the church office.
- Wedding will not use rice, birdseed, confetti inside the church building
- Remuneration must be paid to the church office prior to the event.*

Groups and individuals not under the direction of Bible Fellowship Church are requested to make a donation to help cover the cost of utilities. The amount will be determined by the Stewardship Commission with the approval of this form. You will be contacted.

- A more detailed facility usage manifest is available upon request including exact prices of the facility usage, donations, and insurance issues.

*****If this event is after normal office hours, you will need to contact the church office prior to the event and verify that someone will be here to give you access to the church facilities.**

I have read the conditions outlined on the Facility Usage Guidelines form and agree to abide by same, and to make every effort to insure that our guests do likewise, if we are permitted the use of these facilities. I agree to make any necessary remuneration to the church office at least 30 days before the event.

Signature: _____ Date: _____

Printed Name: _____