

# Fellowship Tabernacle Church— Facility Use Form

185 Moose Club Road - Statesville, NC 28677 (704) 838-1080

*All forms should be turned in to the Office. Please allow 1 week for office processing.  
Please read the fine print at the bottom of this form for more detailed information on your request.*

## PRINT ALL INFORMATION NEATLY AND COMPLETELY

**Purpose of Event** (Check All That Apply)

<b>Auxiliary/Organization Name</b>	
<b>Contact Person</b>	
<b>Telephone Numbers</b>	<b>HOME:</b>
	<b>WORK AND/OR EMERGENCY NUMBER:</b>
<b>Email Address</b>	

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Meeting             | <input type="checkbox"/> Fundraiser       | <input type="checkbox"/> Rehearsal  | <input type="checkbox"/> Seminar/Workshop |
| <input type="checkbox"/> Trip                | <input type="checkbox"/> Service          | <input type="checkbox"/> Wedding <i>(additional forms may be required for weddings)</i> |   |
| <input type="checkbox"/> Off-Grounds Meeting | <input type="checkbox"/> Other (Describe) |   |   |

**Special Requirements:**

<b>Date Requested</b>		<b>Begin Time:</b> <b>End Time:</b>	<b>Approximate Number of People:</b>
<b>Alternate Date</b>		<b>Begin Time:</b> <b>End Time:</b>	<b>Approximate Number of People:</b>

- |                                       |                                 |                                 |                                       |
|---------------------------------------|---------------------------------|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Sound        | <input type="checkbox"/> Chairs | <input type="checkbox"/> Tables | <input type="checkbox"/> Refrigerator |
| <input type="checkbox"/> Other: _____ |                                 |                                 |                                       |

Is A \*Contract Required?     Yes     No                      (Contracts may only be signed by Trustees)

**Description of Project:**



===== **=FOR OFFICE USE ONLY=** =====

**Approved:**     Yes                       No                      **(Authorized Signature)** \_\_\_\_\_

- Room Assigned:**     Dining Room                       Main Sanctuary                       Classroom                       Office
- Other

*\*\*Those using church facilities must accept full responsibility for any damage to the building or equipment incurred during that use. Access to the building will be arranged through the Church Office. Where the use of the church sound system or organist is desired, it is recommended that you contact the audio department to be certain that a technician will be available. Announcements will be published in the church bulletin if request is received before the Tuesday of the upcoming Sunday before 5:00 pm.*