

**PITTSBORO BAPTIST CHURCH  
MEMBER  
FACILITY USAGE REQUEST**

Complete the following sections with all application information:

1. Name of Member \_\_\_\_\_
2. Contact Information: Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_  
Email address \_\_\_\_\_
3. You are requesting usage of the following spaces: Check all that apply:  
Fellowship Hall/Kitchen - \_\_\_\_\_  
    Number of Tables - \_\_\_\_\_  
    Number of Chairs - \_\_\_\_\_  
Sanctuary - \_\_\_\_\_

Note: If the sound system is needed, a fee of \$75.00 for a sound technician will be charged. AV equipment may only be operated by PBC personnel.

4. The usage period will be from (dates)  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ thru \_\_\_\_/\_\_\_\_/\_\_\_\_
5. The usage times are from \_\_\_\_\_ a.m./p.m. until \_\_\_\_\_ a.m./p.m.
6. The planned event is \_\_\_\_\_
7. The expected number of persons in attendance \_\_\_\_\_ (maximum capacity 175 persons).
8. Upon review of the request, you will be notified of the status of your request.
9. Upon approval of the request, your event will be placed on the church calendar.

Upon approval of the usage request, a member of the Property Management Committee or church staff will meet the responsible party for purpose of facility access, identifying bathrooms to use and/or not use, and where to locate cleaning supplies. Facilities are to be cleaned, trash emptied, and tables/chairs, etc. placed back in their original position, UNLESS other arrangements have been made for a paid cleaning.

If you are not contacted at least 2 weeks prior to your event, please call the church office at 919-542-2986.

This Facility Usage Agreement does not take the place of the wedding policy. Please refer to the wedding policy for those requirements.

I have read and accept the policies and procedures in this usage agreement. Please maintain a copy of this completed form for your records. Thank you.

\_\_\_\_\_  
Name of Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Management Approval

\_\_\_\_\_  
Date