

Facility Use Request Form

Step 1:	Provide information about the event.
	<p>Event Date: _____ Event Time: _____ Set-up Time: _____</p> <p>Request for use of: <input type="checkbox"/> Upstairs / Auditorium <input type="checkbox"/> Downstairs/Fellowship Hall <input type="checkbox"/> Other: _____</p> <p>Event/Purpose: _____</p> <p>Is this an event for the Church Family: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="padding-left: 40px;">If Yes, Should it be in the Announcements? c Yes c No</p> <p>Requested by: _____</p> <p>Today's Date: _____</p>
Step 2:	Verify the date is available on the NCBC calendar.
	<p>(If Coralynn is not available, Pastor also has access to the calendar.)</p> <p>Date availability verified by: _____</p> <p>Date of Verification: _____</p>
Step 3:	Obtain Deacon Approval.
	<p>Approved by: _____</p> <p>Date of Approval: _____</p>
Step 4:	Submit finalized form to Coralynn to update the Church calendar.

For Reference purposes, the following is from NCBC's MANUAL OF POLICIES

I. Building Use

The facilities and grounds of North Creek Baptist Church may be used without charge by the members of the Church and others whom the Deacons approve, provided:

1. Prior approval is granted by the Deacons.
2. Users clean up and repair any damage.
3. Use does not conflict with any scheduled Church activity.
4. Use does not in any way hurt the testimony of the Church in the community.