

**MAPLE SPRINGS BAPTIST CHURCH
REQUEST FOR USE OF FACILITIES CONTRACT
Wedding**

Date Submitted: _____

Received by:
PLEASE PRINT

Requester: _____

Street Address: _____

City/State/Zip: _____

Phone: _____

(H) _____ (W) _____

Date Requested: _____

Time of Wedding: From: _____ a.m./p.m. to _____ a.m./p.m.

Pastor Initials: _____ Date: _____

Reception at MSBC (Y/N) ___ Time From: _____ a.m./p.m. to: _____ a.m./p.m.

Wedding Rehearsal Date: _____ Time From: ___ a. m./p.m. to ___ a.m./p.m.

Time church opened prior to rehearsal: _____ a.m./p.m. (minimum of one hour)

Time church opened prior to wedding: _____ a.m./p.m. (minimum of one hour)

Additional access to church: yes ___/ no ___ Date and time if yes: _____

Explanation:

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Facility Area/Services Needed

<u>Day of Rehearsal</u>	<u>Day of Wedding</u>
_____ Classroom (how many)	_____ Classroom (how many)
_____ Fellowship Hall/Kitchen	_____ Fellowship Hall/Kitchen
_____ Meeting Room (how many)	_____ Meeting Room (how many)
_____ Nursery	_____ Nursery
_____ Sanctuary	_____ Sanctuary
_____ Sound System	_____ Sound System
_____ Audio Video Taping	_____ Audio Video Taping
_____ Tables (how many)	_____ Tables (how many)
_____ Chairs (how many)	_____ Chairs (how many)
	_____ Piano
	_____ Serving Food (Y/N)_____

No. People Expected: _____

Requester Signature: _____

_____ Date: _____

Routing

1. Pastor: _____ Date: _____
2. Wedding Coordinator: _____ Date: _____
3. Board of Trustees: _____ Date: _____

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Comments: _____ *

Concurrence

MSBC Tape Ministry: _____ Date: _____
Authorized Member MSBC Tape Ministry

Kitchen Coordinator: _____ Date: _____
Trustee or Kitchen Coordinator

Approval

Approved By: _____ Date: _____
MSBC Board of Trustees

Payment Information

Check Payment Method: Check Cash Money Order

Amount Received: _____

Date Received: _____

Received by: _____

- Distribution: 1. Custodian
2. Tape Ministry
3. Kitchen Coordinator
4. Trustee Contract File
5. Wedding Coordinator

*All music must be cleared with the Church's Wedding Coordinator prior to wedding rehearsal