Pitts Baptist Church Facilities Use Request Form

140 Pitts School Rd, NW, Concord, NC 28027 ~ 704-786-1953 ~ Fax: 704-782-3096

Church facilities should be used to the fullest extent by providing opportunities for worship, fellowship, education, service, and evangelism. The use of church facilities is only available to church members in accordance with our Building & Grounds Policy. Please remember that this is only a **REQUEST FORM**. Once completed, this form will then be reviewed by the church staff and Pastor to determine if it is in line with the purpose of Pitts Baptist Church. You will be notified of the status of your request following the next available staff meeting (held on Tuesday mornings). Once approved, your event will be placed on the church calendar. If changes are made to this request after approval (i.e. additional time, space, audio/visual assistance), a new request form will need to be submitted. **Please understand that all regularly-scheduled church events take precedence over any small group event. This includes set-up time for the event**. If the date or any other details of your event changes, it is your responsibility to notify the church office in a timely manner. Requests for the month of December will not be approved until October, following the Staff Planning Meeting.

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Today's Date: _____ **Event Date:** _____ / _____ / _____(M/D/Y)

Name: _____ **Email:** _____

Phone: _____(home) _____ (mobile)

Type of event: (please give complete description) _____
_____ Group/Sunday School Class: _____

AUDIO/VISUAL - Are you requesting audio/visual assistance? _____yes _____no
(*Use of any audio/visual equipment requires a Pitts Baptist Church sound technician, pending their availability. Additional fees will apply for private events*.)

Check one: _____ This event is open to the entire church. _____ This is a private event.

Event Start Time: _____ **Event End Time:** _____ **Number expected:** _____

If you need time to set up **before the event**, please indicate:
Setup Date: _____ **Setup Time:** (time building will be entered):_____

Cleanup Time (time room will be vacated):_____ *(Please Note: For weekend events, the CORE must be vacated by 9:00 pm; the Large Fellowship Hall must be vacated by 5:00 pm.)*

Setup, teardown, and cleaning will be the responsibility of the person making the reservation.

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Use of Property by a Member of Pitts Baptist Church
Personal family events: birthday parties, anniversaries, family reunions, and similar events will require a Building Use Fee. *(Members are responsible for removal of trash and resetting the room as found.)*

**Building Use Fees for Personal Events*** (flat fees, not hourly):

CORE Large Multi-purpose Room (gym)	$150
CORE Activity Room	$100
CORE Café	$100
Large Fellowship Hall	$ 50
Chapel	$ 40

*All fees must be received in the church office one week prior to the event. Use of multiple rooms will require a multiple fee (example: use of Café and Activity Room - $200)

Please check all buildings/rooms that will be used for this event (check each location you will be using):

_____ Sanctuary
_____ Chapel
_____ Education Building C Classroom
_____ Education Building B Classroom
_____ Fellowship Hall
_____ Fellowship Hall Kitchen
_____ Preschool Building
_____ **CORE Gym**
_____ **CORE Café**
_____ **CORE Activity Room**
_____ **CORE PEAK**
_____ **CORE Classroom**
_____ **CORE Kitchen**
_____ **Other** _____
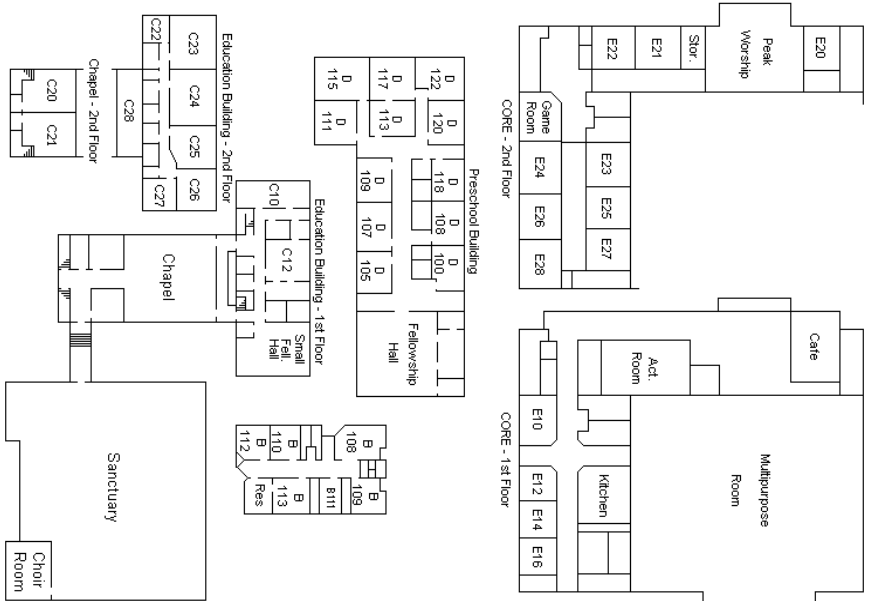
➔ **When reserving the CORE, children are to be supervised by an adult at all times and are not permitted to be on the gym stage.**

Copies of the *Pitts Baptist Church Building and Grounds Use Policy* are available in the church office.

Weddings must refer to the *Wedding Policy* for detailed information and fees.

Tablecloths: Church tablecloths are reserved for church ministry functions only. Tablecloths used for weddings or other family events will need to be rented or purchased by the individual.

KEYS: Church keys for the event must be secured from the church office by 5:00 pm on the business day preceding the event. Following the event, the key must be returned to the drop box located outside of the Education B Building or returned to the church office. Do NOT duplicate keys.   _____
                                                                                                        (Initial here)

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I have read this form in its entirety and understand that it is my responsibility to return the room to the same setup that was in the room before use. All trash accumulated during my event will be taken to the dumpster before I leave. I understand that changes to the details presented on this form will require that the request be resubmitted for approval.

Signed: _____   Date: _____

Revised 05/08/2018