

# Poplar Grove Baptist Church Facilities Use Request Form

3476 Poplar Tent Rd, NW, Concord, NC 28027 ~ 704-782-0078

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Poplar Grove Baptist Church is committed to the use of its campus and buildings as an integral part of its mission by ministering to the whole person in its congregation and community. Church facilities should be used to the fullest extent by providing opportunities for worship, fellowship, education, service, and evangelism. 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 Poplar Grove Baptist Church. You will be notified of the status of your request within seven

days. Once approved, your event will be placed on the church calendar. **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.**

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

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ (home) \_\_\_\_\_ (mobile)

**Type of event: (please give complete description)** \_\_\_\_\_

\_\_\_\_\_ Sunday School Class: \_\_\_\_\_

**Check one:** \_\_\_\_\_ This event is open to the entire church \_\_\_\_\_ This is a private event.

**Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_ **Number expected:** \_\_\_\_\_

**Cleanup Time** (time room will be vacated): \_\_\_\_\_

If you need time to set up **before the event**, please indicate:

**Setup Date:** \_\_\_\_\_ **Setup Time:** (time building will be entered): \_\_\_\_\_

**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 Poplar Grove Baptist Church**

Personal family events: birthday parties, anniversaries, family reunions, and similar events will require a Building Use Fee.

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

Gymnasium/stage	\$100
Gymnasium/stage and kitchen	\$150
Fellowship Hall	\$ 50

**\*All fees must be received in the church office one week prior to the event.**

Use of any audio/visual equipment requires a sound technician.

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

- Sanctuary
- Fellowship Hall
- Gym
- Gym Kitchen

**When reserving the gymnasium, children are to be supervised by an adult at all times and are not permitted to be on the gym stage.**

Copies of the ***Poplar Grove 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.***

**Paper products:** Poplar Grove Baptist Church does not provide any paper products.

**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 church office.

**RETURN COMPLETED FORM TO CAROL COOPER**

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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.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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**Office Use Only**

Key # _____
Date checked out: _____ Date returned: _____
Building Use Fee: \$ _____
Date due: _____ Date received: _____

Date request approved: _____
Date notified: _____