



REQUEST FOR USE OF FACILITIES

Please return completed form to the church office for approval.

Person to be contacted who will be responsible for facility use and keys (Must be a Current Member of TCBC) and must attend the event.

Name _____ Phone Number _____

Address _____

Name of Group Requesting Facilities _____

Date(s) Needed _____ Event Time _____

Time of Usage (Time of day to include set-up and clean-up) _____

Size of Group _____

Purpose of Use _____

Comments _____

I request the following Facilities to be reserved (Check all needed)

Building 1

- Celebration Center
- ___ Sound
- ___ Tables
- ___ Chairs

- Kitchen
- ___ Work area
- ___ Refrigerator
- ___ Stove

- East Wing Classroom

Building 2

Building 3

Parking Lot

Land

Date Received in Office _____

Date Approved _____

Fee Collected _____

Approval Copy Sent _____

Completion of this request does not constitute final approval. Requests will be considered in order of the application and in compliance with the approved scheduling and guidelines as to priority of events. Once your request has been approved, you will receive a copy of this form.