

Non-Ministry Room Rental Request Form:

Any non-ministry event **MUST** be sponsored by a member or regular attender at SRBC.

Space is available on a first come, first serve basis and according to the needs of the church. To insure enough time please complete your request early. Events will not be placed on the church calendar until they have been approved by an Elder. For all events sponsored by individuals or groups, one of the sponsors must be a member or regular attender of SRBC.

BASIC INFORMATION

Date of request: _____

Requested by: _____ Home #: _____ Cell #: _____

Email: _____ Member: Yes/No Regular Attender: Yes/No

Person in charge: _____ Home #: _____ Cell #: _____

Event Information

Specific purpose or nature of event: _____

Estimated # of people attending: _____

Date(s) of activity: _____

Time event begins: _____ Time event ends: _____

Room(s) requested: _____

Location of activity: _____

Set up time and date: _____

Person in charge/liaison of opening and locking up the building: _____

Please complete a Building Security access Application

***All outside Speakers must be approved by an Elder prior to this event. Complete an Outside Speaker Request Form and attach it to this request.**

FEES: Building and service fees are required for all non-ministry activities. (See back)

EVENT DÉCOR: Current church décor, information, or other items may be removed with special permission from the Administrative Elder or his representative.

Nothing can be fastened or attached to any part of the church including (but not limited to) the walls and ceiling by any method including glue, nails, screws, tape, wire or any other method without prior permission from the Administrative Elder or his representative. All decorations must be removed from the premise at the end of the event. The church should be restored to its original condition/set up at the end of the event on the same day. If damage occurs the cost of restoring the building's original condition will be deducted from your deposit.

