

**KITCHEN / FELLOWSHIP HALL
Use Agreement Form**

Date: ____/____/____

Person making the request: _____

Telephone: _____ Email: _____

Mailing Address:

Date of event: ____/____/____ Estimated Attendance: _____

Time of the event: _____ Hours needed: _____

Description of the event, including persons involved:

Facilities equipment needed:

- _____ PA System
- _____ Musical requirements (piano, music stands) _____
- _____ Kitchen
- _____ Specific area needed (stage, class room) _____
- _____ Room setup (chairs, tables, lecture layout) _____

Other special arrangements: _____

University Baptist Church
Policies, Procedures, and Guidelines Manual

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Rehearsal needed? _____ When? ____/____/____

Responsible Party (group representative): _____

Telephone: _____ Email: _____

Address: _____

UBC Building Representative: _____

Telephone: _____ Email: _____

I agree to the terms of these arrangements. I also have read and agree to abide by the procedures and guidelines specified for the use of this space.

Signature of Group Representative: _____

Date: ____/____/____

Fee: \$ _____

Payment due (one week prior to event): ____/____/____

Total amount made payable to University Baptist Church: \$ _____

OFFICE USE

Paid on: ____/____/____ Received by: _____

Damage deposit: \$ _____

Date paid: ____/____/____

Date returned: ____/____/____