

University Baptist Church
Policies, Procedures, and Guidelines Manual

**CHOIR/LECTURE SUITE and/or LOBBY
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:

Area requested: LOBBY ____ CHOIR/LECTURE SUITE ____

Facilities equipment needed:

_____ Piano

_____ Music Stands

_____ Lectern

_____ Other: _____

Other special arrangements: _____

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Rehearsal needed? _____ When? ____/____/____ Reception? _____

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: ____/____/____