

Application for Use of Building and Property

Friendship Baptist Church
5301 Nebraska Ave. P.O. Box 351687
Toledo, OH 43635-1687
Bishop Duane C. Tisdale, Pastor

Office Use Only
Presented & Approved by:
(Date & Initials)

General Information

Primary Person/Entity Requesting Use:

Name

Address

Phone

Other Phone

Fax

Email Address

Additional Contacts/Responsible Parties We May Contact for Information or Emergencies:

Name

Phone

Other Phone

Fax

Email Address

Name

Phone

Other Phone

Fax

Email Address

Purpose of Request:

Date(s) Requested:

Time(s) Requested: (e.g. 7pm – 9pm)

Rooms/Facilities Requested:☐ Narthex☐ Sanctuary☐ Chapel☐ Small Room☐ Large Room☐ Kitchen☐ Choir Room☐ Parking Lot**Property Requested:** *Deposit required for table and chairs if they are being removed from FBC grounds*☐ Chairs (\$3 per chair)☐ Tables (\$5 per table)☐ Van**Special Needs or Request:****Rental/Use Fee:****Damage Deposit:****Reservation Terms:** Upon Receipt of Deposit**Cancellation Terms:** Within 30 Days of the event Friendship Baptist Church must receive notice of cancellation in writing**Signatures and Acceptance of Terms**

I/We apply for use of Friendship Baptist Church's facilities for the dates and times described above. I/We understand that formal acceptance of this application will come in writing from the Friendship Baptist Church office, and any damage deposits required must accompany this application.

Signed: _____ **Date:** _____**Signed:** _____ **Date:** _____**Friendship Baptist Church Office Use Only:****Date:** _____**Building & Grounds:** _____ **Security:** _____**Calendar/Office Manager:** _____ **Wedding Coordinator:** _____ **Media** _____**NOTES:**