

**COLEY SPRINGS MISSIONARY BAPTIST CHURCH  
REQUEST FOR USE OF CHURCH FACILITIES FORM**

(Please Print Responses in All Applicable Fields)

1. Requested date(s) of service or event: \_\_\_\_\_

2. Name of individual or church ministry requesting use of facilities: \_\_\_\_\_

Please check applicable status:

ACTIVE MEMBER     INACTIVE MEMBER     NON-MEMBER     CHURCH MINISTRY

3. Purpose of use:     Banquet or Reception     Funeral Service     Wedding     Worship Service

Workshop or Seminar     Other, specify \_\_\_\_\_

**WEDDINGS ONLY:**

Counseling is required for weddings performed at CSMBC. Contact the CSMBC pastor for details. If this request is being submitted by a non-member, but is related to a CSMBC member, please indicate the CSMBC member's contact information and relationship below:

Full name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

4. Name of deceased: **(IF APPLICABLE)** \_\_\_\_\_ CSMBC member: Yes  No

5. Contact information of person completing form:

A. Full Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

B. Mailing Address: \_\_\_\_\_

C. Telephone #'s' Landline: \_\_\_\_\_ Mobile: \_\_\_\_\_

6. Requested time of event: From: \_\_\_\_\_ AM  PM     Until: \_\_\_\_\_ AM  PM

7. Requested time church facility is to be opened: \_\_\_\_\_ AM  PM

8. Areas of requested use:

Sanctuary     Fellowship Hall     Kitchen (**only warming of food permitted**)     Chapel     Shelter

9. Requested use of equipment and furnishings:

Organ     Piano     Drums     \*Audio System     Tables # \_\_\_\_\_

Other, specify: \_\_\_\_\_

***\*Operated by CSMBC Staff only***

10. \_\_\_\_\_  
Signature of person completing this form

\_\_\_\_\_  
Date this form was submitted

**Items below this line are to be completed by CSMBC staff:**

\_\_\_\_\_  
CSMBC designee signature:

Trustee: \_\_\_\_\_ Date: \_\_\_\_\_

Deacon: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Contribution to Church: (due on or before date of use) Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_