

FIRST BAPTIST CHURCH OF HIGHLAND PARK
6801 SHERIFF ROAD – LANDOVER, MARYLAND 20785
Office: 301-773-6655
Email: Facilitiesuse@fbchighlandpark.org
DR. HENRY P. DAVIS, III



FACILITIES USE AND ROOM REQUEST FORM

Please complete form in its entirety and return to the Administrative Office or email to Facilitiesuse@fbchighlandpark.org or as otherwise instructed.

1. Name of Requesting Ministry/Group/Organization:

- a. FBCHP Member _____ Non-Member _____
b. Date Submitted: _____

2. Contact Person Name: _____

- a. Cell Number: _____
b. Office/Home Number: _____
c. Email Address: _____
d. Fax Number: _____

3. Signature of Applicant: _____

- a. Printed Name: _____
b. Date Signed: _____

4. Date & Time of Event Requested: _____

5. Timeline of Event from Setup to Cleanup: _____

6. Type of Event: (Please Check One)

- | | |
|------------------------------|---------------------------|
| a. _____ Worship | e. _____ Workshop/Seminar |
| b. _____ Concert | f. _____ Training |
| c. _____ Conference | g. _____ Meeting |
| d. _____ Ministry Fellowship | h. _____ Wedding |
| Other (Please explain) _____ | |

7. Number of People Estimated or Expected: _____

8. **Related Organization and/or Sponsor:**

IRS 501 (c) Status: _____

9. **Does Organization have Liability Insurance that Covers Event?** _____(Yes) _____ (No)

10. **What are the requirements for this Event?**

- a. Space Required Description: _____
- b. Audio Required: _____
- c. Video Required: _____
- d. Technical Assistant Required: _____
- e. Projectors/Screen _____
- f. Other: _____

11. **Will there be a charge or admission to attend the Event?** (Yes) _____ (No) _____

Note: Tickets must be sold prior to the Event. No Tickets can be sold at the Door.

12. **Will there be an Offering Collected?** (Yes) _____ (No) _____

13. **Is Event for Members or Open to the Public?** Members _____ Public _____

Rooms will be assigned by the Facilities Use Team and will be based on event need(s) and number of people.

Note: Payments must be in the form of a cashier check made out to First Baptist Church of Highland Park.

ADDITIONAL NOTES:

[illegible]