



REQUEST FOR USE OF FACILITIES

Please return completed form to the church office for approval.

Please Note: Member is the person to be contacted who will be responsible for facility use and keys (*must be an active member of TCBC*) and must attend the event.

Member Name: _____ Phone Number: _____

Member Signature: _____

Name of Group / Person Requesting Facilities: _____

Address: _____

Contact Name/Phone Number: _____

Dates(s) Needed: _____ Event Time(s): _____

Total Time Needed (to include set-up and clean-up): _____

Size of group: _____

Purpose of Use: _____

Comments: _____

Facilities to be reserved (check all needed and list numbers for tables/chairs)

Building 1:

Worship Center

Kitchen

Café

East Wing Classroom

____ Sound

____ Work Area

____ Tables

____ Tables

____ Refrigerator

____ Chairs

____ Chairs

____ Stove/Oven

Building 2

Building 3

Playground

Parking Lot

Land



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Methods for event to be communicated (check those applicable):

TCBC Website Events Page

TCBC Calendar

TCBC Email Blast

TCBC Facebook Page

TCBC Sunday Bulletin

TCBC Instagram

Sunday Announcement Slides

Sunday Pulpit Announcement

No Church Communications Required

Please note: Only church sponsored or church related events will be added to the TCBC notices and social media accounts. Non- church related activities will not be included in church emails, etc. without prior approval. All events will be posted/announces when space is available in the weekly email, bulletin, slides, and pulpit announcement.

If specific graphics are wanted for your event's advertising, please send them to secretary@tegacaybaptist.org

Completion of this request does not constitute approval. Requests will be considered in the order they are received and in compliance with the approved scheduling and guidelines as to the priority of events. Once your request has been approved, you will receive a signed copy of this form.

Date Received by Office _____

Date Approved _____

Amount Fee Collected _____

Approval Copy Sent _____