

# Westwood Baptist Church

## Building Use Application

Date of Application: \_\_\_\_\_

Name & Address of Group Requesting Building Use:

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Purpose for Building Use (wedding, concert, meeting, etc.):

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Date of Proposed Building Use:

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Time of Proposed Building Use (List Arrival Time and Departure Time; List Time Separately for Each Space Requested; Provide Additional Sheets for Separate Days; Time should Include Any Required Prep/Setup/Cleaning/Take Down; List Room Numbers Requested as well):

Sanctuary:                      Arrival:                      Departure: \_\_\_\_\_

Fellowship Hall:                      Arrival:                      Departure: \_\_\_\_\_

Kitchen:                      Arrival:                      Departure: \_\_\_\_\_

Room                      :                      Arrival:                      Departure: \_\_\_\_\_

Room                      :                      Arrival:                      Departure: \_\_\_\_\_

Room                      :                      Arrival:                      Departure: \_\_\_\_\_

Room                      :                      Arrival:                      Departure: \_\_\_\_\_

Responsible Individual/Contact Person for Group:

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Is this person a member of Westwood Baptist Church? Yes or No

Contact Information for Responsible Individual (all are required fields)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Number of People Using Building: \_\_\_\_\_

Number of Children (under the age of 18) in Group: \_\_\_\_\_

(Please note, children must be supervised by adult(s) at all times)

Are outside activities planned?: If so, what areas of exterior (playground, parking lot for other than parking, etc.). Please describe planned use:

\_\_\_\_\_

If Sanctuary is used, please circle any media needs:

Sound System	Microphones	Speakers	Projection Screen
Stage	Lighting	Musical Instruments	

If Sanctuary is used, is removal or rearrangement of furniture on stage needed (podium, pews, piano, plants, organ, etc.)? Please describe:

\_\_\_\_\_

If Fellowship Hall is used, please circle any media needs:

Sound System	Microphones	Speakers	Projection Screen
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If Kitchen is used, what is the purpose of the use (plating food/beverages brought in from outside, preparing or cooking food using stove/oven/pots/pans/utensils)? Please describe:

\_\_\_\_\_

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**For Westwood Baptist Church Use Only**

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Date Application Received by Church Office: \_\_\_\_\_

Application Received by: \_\_\_\_\_

Date Approved by Properties Committee Chair: \_\_\_\_\_

Date Entered in Calendar: \_\_\_\_\_

Fee for Use of Building: \_\_\_\_\_

Fee for Cleaning: \_\_\_\_\_ Date Cleaning Crew Secured: \_\_\_\_\_

Sound Tech Assigned: \_\_\_\_\_ Fee: \_\_\_\_\_

Access Custodian Assigned: \_\_\_\_\_ Fee: \_\_\_\_\_