

*Morningside Baptist Church*  
EVENT/FACILITY REQUEST FORM

DO NOT PUBLICISE YOUR EVENT UNTIL STAFF/APPROVAL HAS BEEN GIVEN. Please submit this form to the Church Office for review by staff at their next scheduled staff meeting, and to check calendar for availability before the event is publicized. You will be contacted by church personnel with confirmation. Event requests are exclusive to members of Morningside Baptist Church.

Date Form Completed:

Date of Event:

Time of Event:

Name of Event:

Description of Event:

Contact Person:

Phone Number Where You can be Reached:

Estimated Number of Individual to Attend:

Will there be a Cost for the Event? Cost from Budget:

Budget Line-Item Affected:

Cost per Participant:

Facilities Requested [place checkmark before requested room(s)]:

Fellowship Hall

Kitchen

Chapel (no food allowed in this area)

Classrooms (specify which rooms):

Playground

Outside Grounds (soccer fields)

Other (please explain)

Staff Required [place checkmark before requested staff]:

Set-up will be performed by Morningside staff.

Custodian (required)

Kitchen Staff

Pastoral Staff

Audio Visual Staff

Equipment Needed [place checkmark before requested equipment]:

Round Tables (seat 6-8)                      How Many?

Rectangle Tables (seat 12-14)              How many?

Chairs                                              How many?

Additional Equipment [example: audio visual equipment (extra fees may apply)]:

Fees:

\$150.00 - This fee will be charged for all events not directly related to a church sponsored ministry (including but not limited to a party, shower, dinner, family event, game night, etc.); fee covers custodial fees and the cost of electricity, air conditioning/heating, etc. used for an event held at the church. If the event is longer than four (4) hours, it will cost \$50 for each additional hour. Fee schedule for outside entities approved to use Morningside facilities may differ from the listed fee.

If this event is a church sponsored ministry event (pastoral staff will make the determination as to whether an event qualifies as a ministry sponsored event), there are no fees.

Please do not publicize this event prior to approval and event being placed on the Church calendar.

Payment: Please make your payment online using the following link:

<https://morningsidebaptistc-p4tp.subspla.sh/5zbkx6v>



For Office Use Only:

Date Application Received: \_\_\_\_\_

Date Application Approved: \_\_\_\_\_

Amount Due: \_\_\_\_\_

Fee Received?    \_\_\_\_ Yes    \_\_\_\_ No