



FIRST BAPTIST CHURCH

Chillicothe, MO

Facility Reservation Form for Member

Name

Phone Number

Email Address

Event Title

Event Date

Event Start Time¹

Event End Time

Facility Areas Requested

Basement Fellowship Hall Kitchen Facilities Chapel

Conference Room Classroom (please specify): _____

Notes:

¹Building Security will unlock the doors two (2) hours before the event and two (2) hours following the scheduled event. Members must present when the building is open. If more time prior and/or after the event is needed, then arrangements can be made with the Building Security Staff.

Revised and Adopted on August 14, 2019

Please list ALL requested equipment, including number of tables, chairs, audiovisual, etc.²

Item	Number Available	Amount Needed
5' Round Tables (seats up to 8)	20	
6' Rectangle Tables (seats 6)	5	
4' Rectangle Tables	4	

I, undersigned, have read and agree to the **Building and Equipment Use Policies** of First Baptist Church, Chillicothe, MO as I downloaded from www.fbchilli.com/forms. I will abide by the rules and guidelines, including the care and supervision of any children attending. I agree, to the fullest extent permitted by law, to indemnify and hold harmless First Baptist Church, Chillicothe, MO, it's officers, directors, and employers, against all damages, liabilities, or costs, including reasonable attorney's fees and defense costs, to the extent cause by the named individual's negligent acted in the use of the church's premises, equipment, and furnishings.

Signed

Date

Ministry Assistant

Date

²Please note that we are unable to provide a computer for presentations. The Church Custodian will have chairs and tables, etc. available to be arranged and set up by the member reserving the facility.