

First Baptist Church of Pitman
30 North Broadway • Pitman, NJ 08071 • (856)589-2266

Building Use Request Form

This form must be completed by any person or organization who wishes to use the facilities of First Baptist Church of Pitman. First Baptist Church of Pitman does not accept liability for any personal injury or property loss or damage occurring at or in connection with any approved building use. We ask that the following procedures be adhered to:

- ⇒ Appoint one person to assume responsibility. This should be the same person who is named as contact person.
- ⇒ Turn off all lights, any electrical or cooking appliances before leaving the building. All candles, if used, should be extinguished.
- ⇒ Return spaces to original condition. Some people find taking “before” pictures helpful.
- ⇒ Empty trash and recycling into the outside containers.
- ⇒ Please notify us of any cancellations or changes in time. Leave a message with the church office (*minimum 24 hours in advance*) at **589-2266**.

Name of Organization _____

Contact Person _____

Contact Phone (day) _____

Phone (evening) _____

Mailing Address _____

One time Recurring Start Date: _____ End Date: _____ For recurring only: Mon Tue Wed Thu Fri Sat Sun

Start Time: _____ End Time: _____ Frequency: _____

Rooms to be used (*please check all rooms needed*):

Sanctuary (includes Cry Room and attached single bathroom) Kitchen Middle Classroom Main Rest Rooms

Nursery Gathering Room Courtyard Parking Lot Other _____

Signature: _____ Date: _____

For Office Use Only Building needs to be opened: _____ Building needs to be closed: _____

Request approved Request Denied - Reason: _____

Agreed Donation/Fee \$ _____ Date Paid: _____

Reviewed by: _____ Date: _____