

First Baptist Church of Pitman / The Lighthouse Community Center
30 North Broadway • Pitman, NJ 08071 • (856)589-2266

Building Use Request Form

First Baptist Church of Pitman / The Lighthouse Community Center 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. Rescheduling must be confirmed with Building Use Coordinator.
Email the Building Use Coordinator at **fbcpitman@verizon.net**. (*minimum 24 hours in advance of change*)

Name of Organization _____

Contact Person _____

Contact Phone (day) _____

Phone (evening) _____

Mailing Address _____

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

Time Start: _____ End: _____ Frequency: _____

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

Sanctuary Kitchen Upper Small Classroom Upper Large Classroom Courtyard Playroom

Sunday School Classroom Gathering Room 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: _____

usc	\$ 20.00
ubc	\$ 35.00
pr	\$ 40.00
ssc	\$ 40.00
gr	\$ 50.00

10% disco. For more than 1 room.

*suggested donation amount chart