



**Name of Applicant:** Individual or Organization: \_\_\_\_\_

Your affiliation with Spotswood Baptist Church:

- Church Member                       Non-Member                       Church-Sponsored Ministry  
 Non-Church Group                       SBC Connect Group

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time/Duration of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

List facilities being requested (refer to facilities use policy for available facilities): \_\_\_\_\_

Estimated number in attendance: \_\_\_\_\_

**Funerals**

Officiating Clergy \_\_\_\_\_

Funeral Home or Service \_\_\_\_\_

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**Pastor(s) Endorsing Event:**

Pastor \_\_\_\_\_

**For office use only:**

- Facility Use Fee: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ (initials) \_\_\_\_\_
- Security/Cleaning Deposit: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ (initials) \_\_\_\_\_
- Keys Issued : \_\_\_\_\_

**Requests by Non-Members or Non-Church Groups**

Please list the organization's website, if any \_\_\_\_\_

Please list the names of the organization's officers and directors:

\_\_\_\_\_  
\_\_\_\_\_

**All Applicants**

Please describe which Church facilities you are requesting use of and the purpose for which you intend to use the facilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any set up requirements you are requesting:  
*(Generally - table and chair arrangements)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any audio/visual or technical support you are requesting for the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Wedding Request Details

Date(s) Requested \_\_\_\_\_

If you are requesting use of the Church's facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom.

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Please list the name, contact information, and religious affiliation of the person officiating the wedding:

_____	_____
_____	_____
_____	_____

## Affirmation

By our signature(s) hereto, we hereby affirm the following:

1. I understand that the Church does not allow its facilities to be used in a way that contradicts its Statement of Faith or by persons or groups holding beliefs that contradict the Church's statement of faith which are best expressed in the Baptist Faith and Message (2000).
2. To the best of my knowledge the purpose for which I am requesting use of Church facilities will not contradict the Church's statement of faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to Church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the Church. I agree to promptly disclose any potential conflicts in belief to Church staff.
4. I understand that the Church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to approval, which is conditioned in part on my/our agreement to the requirements in the "Facility Use Policy," a copy of which I have read and understand.
5. I understand that I will be responsible for any damages to the Church facilities resulting from this proposed use of facilities.
6. The Church believes, and I/we agree, that disputes arising under the use of the Church's facilities are to be worked out between the parties through Christian mediation and not through litigation (see Matthew Chapter 18 and 1 Corinthians Chapter 6).
7. By my/our signature(s) hereto, we agree to the facility usage fee as set forth in the "Facility Use Policy."

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Applicant Signature

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Date

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Printed Name

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Spotswood Baptist Church

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Date

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Printed Name

### FOR OFFICE USE ONLY:

Church Facilities Approved:

Set up/accommodations to be provided by Church:

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Audio/Visual and technical support provided by Church:

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