



Calvary Evangelical Baptist Church

205 Gust Ln. Portsmouth, VA. 23701

Phone: 757-485-3658 Fax: 757-485-2107

BUILDING & EQUIPMENT USE FORM

Complete this form if you want to use any portion of the church facility or its equipment during a ministry program, meeting or activity.

- Today's Date: _____ Date Facility/Equipment Needed: _____
- Ministry/Group/Department: _____
- Event Overseer: _____ Day #: _____ Night #: _____
- Description of Event: _____
- Guest Speaker's Name: _____
- Guest Speaker Approval: Yes No
- Number of Attendees: _____ Start Time: _____ End Time: _____
- Requested Room/Area: (i.e. Fellowship Hall, Classroom, etc.) _____
- Meeting Room Set-up by: _____
- All rooms (except rest rooms) will be cleaned and restored to their original state after the function.

Clean-up Crew

Name

Signature

(All information must be completed in order to have request fulfilled)

Equipment Requested: _____

All equipment will be returned in a clean and serviceable state. Any damage to the equipment will be billed to the applicable ministry or individual as deemed appropriate.

FOR OFFICIAL USE ONLY:

(Please check one) Approved Disapproved

Reason _____

Ministry Head

Administrator