



Request for Use of Facilities and Equipment

South Norfolk Baptist Church
1101 Chesapeake Avenue
Chesapeake VA 23324
757-545-4505
email: office@snbc.hrcoxmail.com

Name _____ SNBC Member? Yes No

If No, Name of Sponsor _____

Address _____ Date _____

City/State/Zip _____

Phone (____) _____ Email _____

Emergency Contact _____ Phone: _____

Address/City/State/Zip _____

Event Date _____ Event Time _____ until _____ (No later than 10:00 p.m.)

Setup Date _____ Setup Time _____

Purpose of Event _____

Is this a fundraising event? Yes No

Is a vendor involved? Yes No

If "yes," please give vendor's name: _____

Approximate Attendance _____

What facilities are you requesting? (See "Use of Facilities Fees.")

Fellowship Hall Worship Center Kitchen Room 201 Room # _____

Additional Education Room(s) # _____ Other (Specify) _____

What equipment are you requesting?

TV/VCR* Video Equipment* Speaker Podium Overhead Projector*

Sound Equipment* Dry Erase Board/ Easel Other (Specify) _____

*May be operated only by someone trained on our equipment and approved by our worship leader.

Kitchen Equipment: _____ Date borrowed _____ Return Date _____

Are SNBC tables and chairs required? Yes No

We, the undersigned have read and agree to comply with the rules and conditions of the South Norfolk Baptist Church regarding use of the facilities.

Signature _____ Date _____

Please complete and return this form to the church secretary for processing.

Approved _____ Date _____

SNBC Chairman of Deacons or Chairman of Missions

Applicant Notified _____ Date _____