

# BUILDING USAGE REQUEST

## University Baptist Church

3200 West Arlington Loop - Hattiesburg, MS 39401

Phone: 264-6908

Your Name or Organization: \_\_\_\_\_

Phone: (1) \_\_\_\_\_ (2) \_\_\_\_\_ E - mail: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time(s): \_\_\_\_\_

This request is from a :  Church Group or Member  Non Church Related Group or Individual

Indicated Area(s) Needed. Fees quoted are for 4-hour time slots. If more time is needed, fees will be adjusted. BE SURE TO READ THE BUILDING USAGE POLICY

Sanctuary

- Church Class or Organization – No Fee
- Church Member – \$125.00 (includes janitorial fees)
- Non Member or organization - \$175.00 (includes janitorial fees)

Fellowship Hall

- Church Class or Organization – No Fee
- Church Member – \$150.00 (includes janitorial fees)
- Non Member or organization - \$200.00 (includes janitorial fees)

Kitchen

- Church Class or Organization – No Fee
- Church Member – \$50.00 (Caterer must be approved by the associate minister.)
- Non Member or organization - \$175.00 (Caterer must be approved by the associate minister.)

Parlor

- Church Class or Organization – No Fee
- Church Member – \$50.00 (No propane or heating apparatus allowed)
- Non Member or organization - \$75.00 (No propane or heating apparatus allowed)

Choral Hall (The arrangement of this room cannot be changed. It provides seating for up to 40 in theater style, or a group of 12 around tables.

- Church Class or Organization – No Fee
- Church Member – \$50.00 (No propane or heating apparatus allowed)
- Non Member or organization - \$75.00 (No propane or heating apparatus allowed)

Classroom (Most Class Rooms seat 15 to 20. Some rooms have tables for 12 to 16)

- Church Class or Organization – No Fee
- Church Member – \$15.00 (No propane or heating apparatus allowed)
- Non Member or organization - \$25.00 (No propane or heating apparatus allowed)
- Number of rooms needed: \_\_\_\_\_

– Please complete back –

Will the kitchen be used? \_\_\_\_\_

If using other rooms, will food be served? \_\_\_\_\_ If so, what foods: \_\_\_\_\_

Who will cater the event? \_\_\_\_\_

Caterer's Phone: \_\_\_\_\_

Will additional equipment/ services be needed?  
(Additional charges may be required.)

Tables (quantity): \_\_\_\_\_ Chairs (quantity): \_\_\_\_\_

Sound System: \_\_\_\_\_ Number Microphones: \_\_\_\_\_

Other \_\_\_\_\_

By signing this application the person whose signature appears below signifies that they have:

1. Read the Building Usage policy of University Baptist Church.
2. Understands that a deposit of 50% of the required fees must be paid with the application.
3. NO events will be scheduled until deposits are received with a completed form.
4. Church events and activities take priority over any other events. The staff will seek to make sure that there are no conflicts scheduled within 30 days of the event. Exceptions may be funerals for church members.
5. Refunds of the deposit will only occur under the following conditions:
  - A. Full deposit will be refunded if notice is received in writing by the associate minister 30 days prior to the scheduled event.
  - B. 50% of the deposit will be refunded if notice in writing is received by the associate minister 15 days prior to the scheduled event.
  - C. If events are canceled after 15 days prior to an event, no deposit is refunded.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR CHURCH OFFICE USE ONLY**

<input type="checkbox"/> Facility Available	<input type="checkbox"/> Application Approved
<input type="checkbox"/> Facility NOT Available	<input type="checkbox"/> Application NOT Approved
Signature church representative:	Total Due For Request \$ _____ .00
Date: ____ / ____ / ____	Deposit Paid For Request \$ _____ .00
	Date: _____