

# Union Chapel Missionary Baptist Church

315 Winchester Road \* Huntsville, AL 35811 \* (256) 852-1150

## *FAMILY LIFE CENTER*

### *ANNEX D – FACILITY USE REQUEST FORM*

#### **MISSION STATEMENT**

The Recreation Ministry exists to provide well-rounded Christian recreation and leisure activities to enhance the physical, mental, psychological, and spiritual well-being of the Union Chapel Missionary Baptist Church family in a Christian environment.

#### **GENERAL INFORMATION**

Group or Ministry Name: \_\_\_\_\_

Person (s) making request: \_\_\_\_\_

Daytime Number: \_\_\_\_\_ (Daytime) \_\_\_\_\_ (Night Phone)

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

#### **RESERVATION INFORMATION**

Event Name: \_\_\_\_\_

Area(s) / Room (s) Needed: \_\_\_\_\_

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

Purpose of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Cleanup Time: \_\_\_\_\_

#### **SETUP REQUIREMENTS**

No. of Tables \_\_\_\_\_ 6ft \_\_\_\_\_ 8ft \_\_\_\_\_ 3ft (brown tables) \_\_\_\_\_ No. of Chairs: \_\_\_\_\_

No. of Microphones (if Needed) \_\_\_\_\_ Cordless \_\_\_\_\_ Stationary \_\_\_\_\_

Special Equipment Needed: \_\_\_\_\_

Thank you for completing the reservation form. Please be advised that this does not guarantee approval. An approval or disapproval will be rendered when the Ministry Coordinator of the Family Life Center and other pertinent authority have reviewed and processed your request.

#### **Final disposition will be rendered by the Deacon's Ministry**

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

#### FOR OFFICE USE ONLY

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

FLC Ministry Approval  
Calendar Conflict  
Approved Deacon's Ministry  
Disapproved Deacon's Ministry

FLC Ministry Comments
Deacon's Ministry Comments