

Mooreland Baptist Church

2255 Taylor's Gap Road
North Garden, VA 22959

Building Usage Reservation Form

Reservation Date: _____ Reservation Times: _____

Outside Group Contact Person: _____

Agency/Group Name: _____

Purpose/Meeting: _____

Agency/Group Address: _____

Phone Number: _____ Number of Persons: _____

Church Member Representative: _____

Church Member's Phone Number: _____

Building Use Policy

- 1) All Trash must be taken with them with them when the event is over.
- 2) No Alcohol is permitted on the premises.
- 3) No smoking is allowed in the building/grounds.
- 4) The Fellowship Hall furniture needs to be returned to the way it was found.
- 5) The Kitchen must be cleaned and returned to the way it was found.
- 6) All parties are asked to donate to the Church to help with building upkeep.
- 7) A Church Member must be present and take responsibility for making sure policies are followed.
- 8) All outside parties must fill out the usage form.

Statement of Responsibility:

I will follow the Church's building usage policies. I understand that my agency/organization will be responsible for any damage occurred during the time we have occupied the building.

Agency/Organization's Signature: _____

Print Name: _____ Date: _____

Church Representative's Signature _____

Print Name: _____ Date: _____