

Tea Creek Baptist Church  
5465 S County Rd 300 W, North Vernon, IN 47265  
812-346-3728

## Church Building Use Request Form

Name: \_\_\_\_\_ Current Church Affiliation \_\_\_\_\_

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

Phone: Mobile: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

\*Please Check One of the following: At Tea Creek Baptist Church: I am a member \_\_\_\_\_ or nonmember \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Date and time of use: \_\_\_\_\_

Purpose for use of Church: \_\_\_\_\_

Special Needs the Church Should Know About: \_\_\_\_\_

What Portion of the Church Will Be Used?

\_\_\_\_\_ Upstairs/Sanctuary      \_\_\_\_\_ Downstairs/Kitchen and Dining Area      \_\_\_\_\_ Both

Description of activity the Church would be used for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Guests/Participants: \_\_\_\_\_

Fees (see Fee Schedule on Church Building Use Policy)

Deposit: \_\_\_\_\_

Use of Building: \_\_\_\_\_

Total \_\_\_\_\_

Secretary's and/or Pastor's Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the Church Building Use Request Policy and accept responsibility for this group and its use of the Church.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Church Office Use

Approved: \_\_\_\_\_ (Date) Signature: \_\_\_\_\_