

# Pilgrim Valley Missionary Baptist Church Space Use Request Form

(Please answer yes to all areas that apply)

\_\_\_\_\_ Sanctuary  
\_\_\_\_\_ Fellowship Hall  
\_\_\_\_\_ Kitchen  
\_\_\_\_\_ Classrooms

\_\_\_\_\_ For Profit      \_\_\_\_\_ Non Profit

Name of Organization \_\_\_\_\_  
Date of request \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Email Address \_\_\_\_\_  
Requested Date of Use \_\_\_\_\_

The beginning and ending time of use \_\_\_\_: \_\_\_\_ am/pm to \_\_\_\_: \_\_\_\_ am/pm  
(Please allow time for set up and clean up) \_\_\_\_\_

List the events that will take place during this time. **(Remember this is a Baptist Church and no events which are contrary to our beliefs will be allowed)**

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

How will the community benefit by us making our space available to your organization?

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

How many people will be involved? \_\_\_\_\_

Is this a fund raising event? \_\_\_\_\_

Will you need the use of microphones? \_\_\_\_\_

How many tables will you need? \_\_\_\_\_

How many chairs will you need? \_\_\_\_\_

Please complete this form and mail it back to Fern Hughes at [pvbaptist@att.net](mailto:pvbaptist@att.net). A decision will be made within 7 days. You may also call the church office at (501) 372-5077