



REQUEST FOR USE OF FACILITIES

Please return completed form to the church office for approval.

Person to be contacted who will be responsible for facility use and keys (*must be an active member of TCBC*) and must attend the event.

Member Name: _____ Phone Number: _____

Name of Group / Person Requesting Facilities: _____

Address: _____

Contact Name/Phone Number: _____

Dates(s) Needed: _____ Event Time(s): _____

Total Time Needed (to include set-up and clean-up): _____

Size of group: _____

Purpose of Use: _____

Comments: _____

Facilities to be reserved (check all needed)

Building 1

Worship Center
 ___ Sound
 ___ Tables
 ___ Chairs

Kitchen
 ___ Work area
 ___ Refrigerator
 ___ Stove/oven

Café

East Wing Classroom
 ___ Tables
 ___ Chairs

Building 2

Building 3

Playground

Parking Lot

Land



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Methods for event to be communicated (check those applicable)

- | | |
|--|---|
| <input type="checkbox"/> TCBC Website Events Page | <input type="checkbox"/> TCBC Calendar |
| <input type="checkbox"/> TCBC Email blast | <input type="checkbox"/> TCBC Facebook Page |
| <input type="checkbox"/> TCBC Weekly Bulletin | <input type="checkbox"/> TCBC Twitter Feed |
| <input type="checkbox"/> Sunday Morning Slide Show | <input type="checkbox"/> Fort Mill Times Church Brief |
| <input type="checkbox"/> Pulpit announcement | |
| <input type="checkbox"/> No church communications required | |

Please note: Only church sponsored or church related events will be added to the TCBC notices and social media accounts. All notices will be posted for a maximum of four weeks unless otherwise noted. Non-church related activities will not be included in church emails, etc. without prior approval.

Completion of this request does not constitute approval. Requests will be considered in the order they are received and in compliance with the approved scheduling and guidelines as to the priority of events. Once your request has been approved, you will receive a signed copy of this form.

Date Received by Office _____	Date Approved _____
Amount Fee Collected _____	Approval Copy Sent _____