



MERIDIAN BAPTIST CHURCH

660 SOUTH THIRD STREET, EL CAJON, CA 92019
PHONE: (619) 444-3171

Date: _____

APPLICATION FOR USE OF CHURCH FACILITIES

Complete this form and return to the Church Office for approval before announcement of the event. On-going reservations expire after 1 year. Notify the Church Secretary as soon as possible if your activity or event is cancelled.

Name of Person Completing Form: _____ Phone: _____
(Circle days requested)

Date of Function: _____ Day of Week: S M T W T F S Start Time: _____ End Time: _____

Name of Group: _____ **No. in Attendance:** _____

Event Description: _____

Contact Person (must be present at function): _____

Phone: _____ Email: _____ **Request Type:** *One-time* *Recurring*

Requested Facilities:

Bldg. 100 : Sanctuary Sound System Projector Computer

Bldg. 200 : Room 201 Room 202 Room 203 Room 204 Room 205 Room 206
No. of tables _____ No. of chairs _____

Bldg. 300 : Room 301 Room 302 Room 303 Room 304 Room 305

Bldg. 400 : Room 401 Room 402 Room 403 Room 404

Additional Equipment: TV VCR/DVD Projector Sound System

Music Instruments Other (explain in comments)

Outdoor Facilities: Parking Lot Courtyard Playground

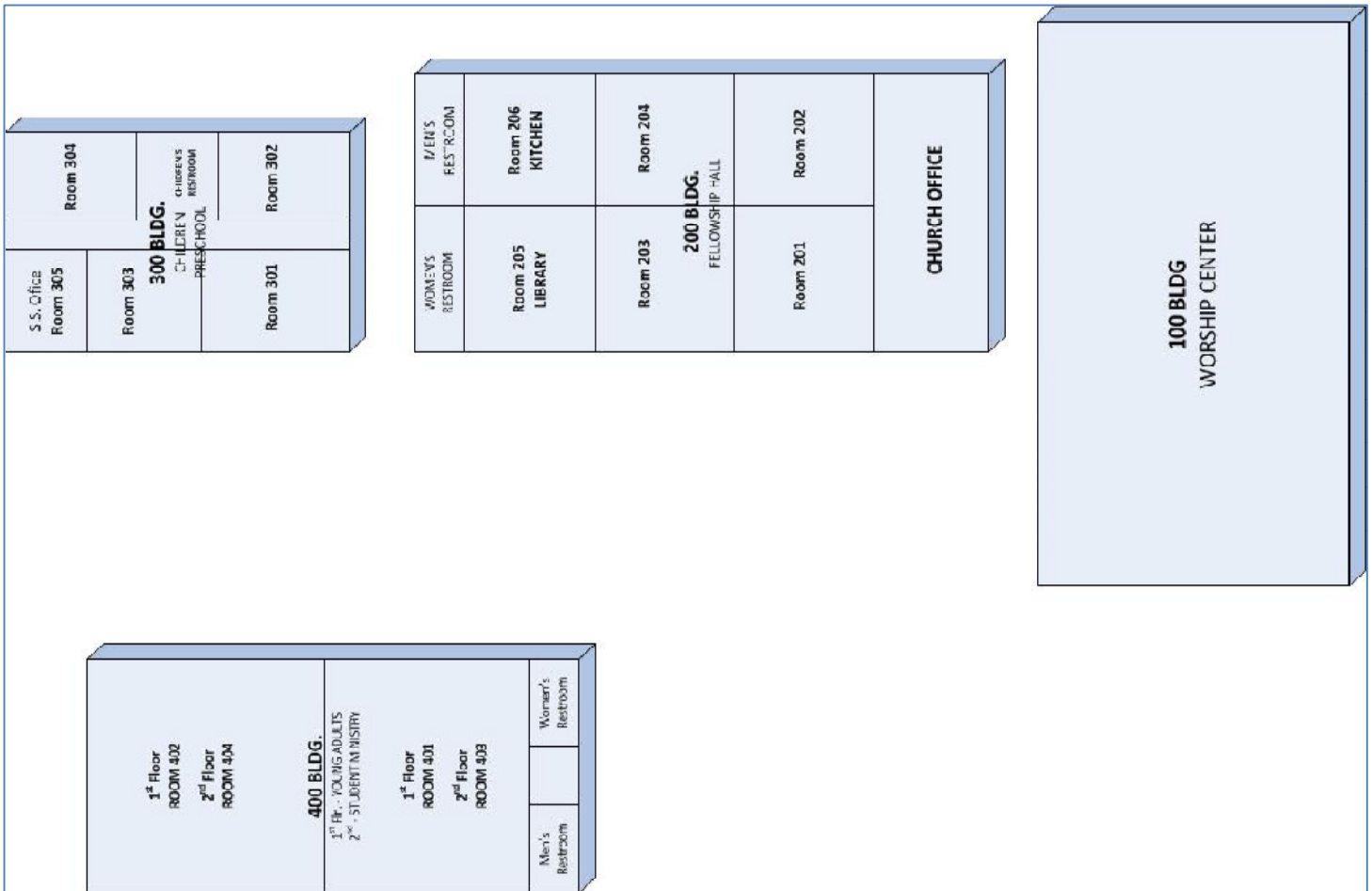
Comments: _____

Church Office Use Only

Fee: \$ _____ Amount Paid: \$ _____ Check Nbr: _____ Date Paid: _____

Approved: _____ Date: _____ Added to Calendar: Y N
Church Administrator

Meridian Site Map



Policy & Procedures for Use of Church Property

Policies for the operation and use of the church facilities are under the following guidelines to avoid problems and to define responsibilities.

Building Use:

1. The philosophy underlying policies for building use is that all church facilities shall be used to carry out the basic purpose and mission of the church. Policies should be kept in the spirit of bringing people to Christ.
2. Use of the church facilities shall be done in conformity with the church policies and procedures.
3. The party using the facilities is responsible for the cleanup of personal items and to rearrange the room(s) back in the order to which it was found.
4. Regularly scheduled church meetings shall have first priority in building use. Other church related meetings shall have second priority. Outside organizations shall be eligible for building use when facilities are not being used by church groups and when their purpose is approved by the Pastor and the Trustees. Profit making enterprises shall not use the church facilities for any purpose.
5. Groups are responsible for set-up of tables, chairs, etc., as well as cleanup. Use of church equipment must have advance approval from the pastor or appropriate staff members.