

Fourth Baptist Church
2800 P Street
Richmond, VA 23223

- Member
 Non-Member
 Nonprofit Organization

USE OF PREMISES REQUEST FORM

Complete and submit this form to the Church Secretary at least 30 days prior to the date of the event.

PLEASE PRINT

Type of Activity: Meeting Program Other _____

Name of Ministry/Group/Organization: _____

Contact Person: _____ Position/Title: _____

Address: _____ City/State/Zip _____

Telephone: (home) _____ (work) _____ (cell) _____

E-Mail Address: _____

Date of Event: _____ from _____ (am/pm) to _____ (am/pm)

Date of Practice/Rehearsal: _____ from _____ (am/pm) to _____ (am/pm)

Arrival Time for Set-up: _____ (am/pm) Number of Persons Expected to Attend: _____

Space(s) Requested:

Equipment Requested: (specify number {#} if applicable)

- Sanctuary
 Gwathmey-Payne Chapel
 R.L. Taylor Fellowship Hall
 Kitchen
 S. Classroom (#302)/ Dressing Room
 L. Classroom (#200)/ Dressing Room
 Choir/Multipurpose Room (3rd floor)

- Tables {#} _____
 Chairs {#} _____
 Audio/Video (specify) _____

 Other _____

ADDITIONAL INFORMATION/INSTRUCTIONS
