

# UNION GROVE MISSIONARY BAPTIST CHURCH BUILDING USAGE FORM

All reservations must be made 30 days prior to the event. The following questions MUST be answered in order for an event to be approved for scheduling beginning January 1, 2013.

DATE \_\_\_\_\_

**BUILDING NEEDED:**

- Union Grove Missionary Baptist Church
- Vision Center

**PERSON/ORGANIZATION USING THE BUILDING:**

\_\_\_\_\_

**PHONE:**

HOME \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

CITY

STATE

ZIP

**DATE OF THE EVENT:** \_\_\_\_\_

**TIME:**

BEGINNING: \_\_\_\_\_ ENDING: \_\_\_\_\_

**ARE YOU A MEMBER/MINISTRY OF UNION GROVE MISSIONARY BAPTIST CHURCH?**  Yes  No

**IS THIS A MINISTRY EVENT OR ANOTHER ORGANIZATION EVENT OF WHICH YOUR MINISTRY IS AFILIATED WITH? IF YES, please explain purpose** \_\_\_\_\_

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

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### WHICH AREAS/ROOMS WILL BE NEEDED/EQUIPMENT?

#### UNION GROVE MBC

- SANCTUARY
- FELLOWSHIP HALL (ANNEX)
- CLASSROOMS – How Many? \_\_\_\_\_
- CHILDREN'S CHURCH
- NURSERY
- SCREEN (Media)
- SOUND (Media)
- KITCHEN
- TABLES – How many? \_\_\_\_\_
- CHAIRS – How many? \_\_\_\_\_

#### VISION CENTER

- ENTERTAINMENT AREA
- KITCHEN
- MEDIA
- TABLES – How many? \_\_\_\_\_
- CHAIRS – How many? \_\_\_\_\_

### I AGREE TO ADHERE TO THE FOLLOWING:

All fees are due 15 days prior to the event.

I will give proper care to property in and around the church or center.

I will clean up following the activity, placing all trash in trashcans.

I will turn off all lights inside that are not being used.

I will make sure all doors are closed and locked before leaving.

If I need to change or cancel reservation, I will contact the secretary at least 7 days prior to the event, or deposit will be forfeited.

# UNION GROVE MISSIONARY BAPTIST CHURCH

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All reservations must be made 30 days prior to the event. The following questions **MUST** be answered in order for an event to be approved for scheduling beginning January 1, 2013.

- How many people do you desire to attend your event?  
\_\_\_\_\_
- Who is your target demographic?  
\_\_\_\_\_
- What is the best way to market your target demographic?  
\_\_\_\_\_
- Will any social media be used to advertise your event?  
\_\_\_\_\_
- Are radio/tv interviews necessary to help advertise the event?  
\_\_\_\_\_
- Will any flyers or postcards be emailed, mailed or handed out to the target demographic?  
\_\_\_\_\_
- How will you know if the event was effective?  
\_\_\_\_\_
- How does the event fit as part of your strategic plan?  
\_\_\_\_\_
- Ensure **all** PR materials are very creative and eye-catching. They are to also, without exception, always contain the following information: UGMBC's name, logo, address, phone number, website, names of Senior Pastor, First Lady, & Asst. Pastor. All PR materials must be approved by the Senior Pastor prior to dissemination.
- Every event begins at whatever time advertised!
- Marketing must begin 2-3 months in advance depending on the event. This does not mean it will be part of the church's video announcements that far in advance. Nevertheless, begin marketing well enough in advance to alert the target demographic as to what we're offering to serve them.

.....  
*For official use only*

\_\_\_\_\_  
*Signature of person requesting use of the building (s)*

\_\_\_\_\_  
*Date*

Approved

Disapprove

\_\_\_\_\_  
*Pastor/Administrative Assistant/Vision Leader*

\_\_\_\_\_  
*Date*