

First Baptist Church of Patchogue
482 North Ocean Avenue - Patchogue, NY 11772
(631) 289-0230 Fax (631) 654-9323
Facilities Use and Equipment Request Form

Name: _____ Submittal date: _____

Address: _____

Town: _____

Telephone: _____ Email Address: _____

Type of Activity/Event: _____

Organization/Group/or Individual Sponsoring Activity: _____

Date and time of Use: _____

Facilities and/or Equipment required (Quantity):

Rooms _____

Tables _____ Chairs _____

Other _____

Policy for the Use of Church Facilities and/or Equipment

1. Please respect church property. The borrower is responsible to clean up after the function and to return all church equipment in the same condition as it was found.
2. Please return all equipment as scheduled and to the location from which it was taken. (This assures that equipment is available for the next church function).
3. Requests should be submitted one week prior to the monthly Trustee Board meeting (2nd Tuesday of each month).
4. Arrange church access, pick-up and return times with the church office to assure someone will be available to allow building access.
5. The Trustee Board has the right to approve or deny any request.
6. Please note that Audio/Visual and/or kitchen Equipment are not available for loan.
7. Weddings/Showers – Please note that the event must be open to the congregation and the church Secretary must be notified at least two weeks in advance to allow posting in the church bulletin.
8. Showers – Please note that as part of the event a short devotional is required.
9. Arrangements may be made with the church office for clean up at a nominal fee.

Please submit form to the church Secretary or to the address above via US mail, email, or facsimile