

FRIENDSHIP BAPTIST CHURCH

Potential Renter Information Form

Instructions: After taking the rental information, add event's name, date, and time to the Master Calendar. Makes two copies, and files one copy each in the mailboxes for the Chairman of the Facility Use Committee (FUC) and Events Coordinating Committee (ECC), maintains original form in the Office's files.

Last Name:		First Name:	
Address:		City:	State:
Telephone Number:	Email Address:	Event Date:	Event Time:
Event: <input type="checkbox"/> Funeral <input type="checkbox"/> Wedding <input type="checkbox"/> Reception <input type="checkbox"/> Repast/Banquet <input type="checkbox"/> Family Reunion <input type="checkbox"/> Bridal/Baby Shower <input type="checkbox"/> Open House <input type="checkbox"/> Meeting <input type="checkbox"/> Other _____			
Pastor's Name for Wedding/Funeral:		Pastor's Telephone Number:	
Additional Notes:			
Name: Church Secretary/Office Staff Taking Inquiry:		Date Received and Time:	
Documentation of Notification: <input type="checkbox"/> Inform Chairman of the Facility Use Committee <input type="checkbox"/> Inform Chairman of the Events Coordinating Committee			