



**Providence Park Baptist Church**  
468 East Ladies Mile Road  
Richmond, Va. 23222  
Office: (804) 329-1963 – Fax (804) 329-9917

**Application for Use of Church Facilities**

Name of Group or Organization: \_\_\_\_\_

Name and Title of Applicant: \_\_\_\_\_

When facilities required:

Date: \_\_\_\_\_ Time: (Beginning) \_\_\_\_\_ (Ending) \_\_\_\_\_

Nature of activity (check the one that applies):

- Religious  Education  
 Civic  Cultural  
 Wedding  Other (specify: \_\_\_\_\_)

Briefly describe activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facilities requested (Check all that apply):

- Sanctuary  Woodson Hall  
 Kitchen  Booker Building (Specify Area) \_\_\_\_\_  
**(DO NOT PUT WATER IN BOTTOM PAN OF THE WARMER –located in the kitchen)**

Approximate number of participants in each group if known:

\_\_\_\_\_ Adults \_\_\_\_\_ Youth \_\_\_\_\_ Children under 12

Phone and address where applicant can be reached:

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Address \_\_\_\_\_

Read reverse side of this form before completing this application:

- a) I have read and fully understand the rules and regulations regarding the use of church facilities as outlined on the reverse side of this form. I will insure full compliance with these regulations.

\_\_\_\_\_  
Signature of applicant Date

- b) Please check applicable  Member  Non-member

**SHOWERS HELD AT CHURCH – DONATION:-** \$100 for Members - \$150 for non-members  
**USE OF FELLOWSHIP HALL AND KITCHEN:-** \$250 for Members - \$350 for non-members

\*If there is any need for furniture to be moved (table, chairs, etc), please get permission from the Board of Trustees. **Do not move anything at any time without permission.**