

First Baptist Church of Mansfield

Facility Reservation Form

CONTACT INFORMATION		Today's Date:	
Organization:			
Person Assuming Responsibility:			
Phone Number:			
Email Address:			
ROOM USE INFORMATION			
Date Requested:		Time From:	To:
Rooms Requested:		Function:	
Expected Attendance:			
Will food be served? ☐ Yes ☐ No			
• No alcoholic beverages are allowed. • All trash generated by your group must be removed. • Parking/Traffic control must be assumed by the group.			
CHARGES			
*Room Deposit:			
Rental Fees			

After using our Church home, please remember:

- **TURN DOWN THE HEAT**
- **TURN OFF THE LIGHTS**
- **REMOVE ANY GARBAGE AND TAKE IT WITH YOU**
- **LOCK ALL DOORS**

PLEASE REMEMBER: Your deposit will be forfeited for not adhering to the above rules, for any damage resulting from your use (additional bills will be sent if damages exceed the deposit) and for not vacating the premises by the stated time on your rental form.

I have read the above rules and agree to abide by them.

Renter's Signature _____ Date _____

For Office Use Only:	
Deposit Paid: \$ _____	Date: _____
Fee Paid: \$ _____	Date: _____