

**ROCK SPRINGS BAPTIST CHURCH OF WOODSTOCK, GEORGIA, INC.**

**REQUEST FOR USE OF CHURCH FACILITIES**

Your name, address and phone number(s): \_\_\_\_\_

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Name, address and phone number(s) of sponsoring Church member(s):

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Dates and times you are requesting use of Church facilities, include prior to, during and subsequent to your function: \_\_\_\_\_

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Describe the nature of the function for which you are requesting use of Church facilities (be sure to include a detailed description of the specific Church facilities your function will use): \_\_\_\_\_

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Number of expected guests at function: \_\_\_\_\_

Will you be serving food at your function? If so, provide a description of the food and beverages to be served, including specifically what kitchen facilities you intend to use to prepare and/or serve food and drinks:

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Please describe any special requests you have as outlined in the Facilities Usage Rules and Regulations: \_\_\_\_\_

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Included with my Request for Use of Church Facilities form is payment of my security deposit and facility usage charge in the total amount of \$\_\_\_\_\_.

The undersigned hereby represent, swear and affirm that, prior to submitting this Request for Use of Church Facilities, I/we have read and understand Rock Springs Baptist Church of Woodstock, Georgia, Inc.'s Facilities Usage Rules and Regulations and expressly agree to all terms and conditions contained therein and, furthermore, agree to conduct the requested function in full compliance with said rules and regulations.

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Signature of Requesting Party

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Date

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Signature of Sponsoring Church Member

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Date