

Zion Baptist Church

525 West Zion Church Road ~ Shelby, North Carolina 28150
704-487-8216

Date _____ **Event Day/Date** _____

Responsible Person Name _____

Address _____

Phone # (H) _____ (W) _____ (C) _____

E-mail _____

Member _____ **Non - Member** _____ **Use** _____

Date(s) of Event _____ **Arrival Time** _____ **Departure Time** _____

Please check: ☐ **Family Life Center(Gym), Small Dining Room, Kitchen,**
 ☐ **Kitchen only** ☐ **Small Dining only** ☐ **Conference**

☐ **Sanctuary** ☐ **Adult Assembly**

Other _____ **Total Cost** _____

Approximately how many people? _____

Tables- How many round tables (38)? _____ 6 or 8 (400) chairs/table
 How many 8 ft. rectangle tables(8)? _____
 How many 12 ft. rectangle tables(2)? _____
 Tablecloths (\$10.00 round, \$15.00 banquet, \$.60 napkins)

Equipment Needed:

____ Sound System* ____ Microphone(s)* #? ____ Podium ____ Screen
____ Video Projector* ____ TV ____ CD Player ____ Keyboard
____ Volleyball Set ____ Basketball Goals Up / Down ____ Other

*Sound System, Video Projector, Keyboard requires special setup by sound committee or qualified individual.

____ We will do the following: clean & put up dishes if used, put new trash bags in trash cans,
clean & put up tables and chairs in storage room.

Any questions, please feel free to call the church office 704-487-8216 or the Church
Hostess 704-751-1774

I, the undersigned, have read the guidelines and procedures and agree to abide by them. I shall be held responsible for any damage, loss, or injury occurring while the facility is being used for the scheduled event and also shall be responsible for insuring that all participants conduct themselves in compliance with the rules and regulations governing the use of the facility.

Responsible Person Signature _____ Date _____

Office Use Only: Facility Used: _____ Date / Event: _____

Total Balance \$ _____ Ck # _____ Cash _____

Time doors unlocked _____

Time doors locked _____