

WEST CONROE BAPTIST CHURCH

Building Use Reservation Form

Date of Application _____

Contact Person _____

Phone _____ Alternate Phone _____

Email _____

EVENT NAME _____

Give a brief description of your event:

Event Date _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Event Start Time _____ End Time _____

One hour before and after event is allotted for set-up and clean-up.

Additional hours needed for set-up _____ Clean up will be complete by _____
(additional fees may apply)

Room Requested

Garden Room Chapel Worship Center Hilltop Student Ministry Building

Other _____

Number expected _____ 6' tables _____ 8' tables _____ Round tables _____ Chairs _____

Tablecloths Round Rectangle 6' to the floor 8' to the floor
(see Building Use Policies for available colors and Non-Church Event rental fee.)

Please complete a Media Request Form for any Audio Visual needs.

Is this event associated with a class or ministry of WCBC? Yes No

If yes, what group/ministry? _____

Responsible Staff Member _____

Budget Account for fees incurred _____