

# **WAKEFIELD CENTRAL BAPTIST CHURCH**

**308 Proctor Street - Zebulon, North Carolina 27597**

**(919) 269-9512**

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## **REQUEST TO USE HENDRICKS FELLOWSHIP BUILDING**

Use of church property and equipment shall be governed by the following procedures and presented by the deacon chairman at a regular business meeting.

The recreational, educational and worship facilities as such, including all property and equipment, shall be restricted to church-related activities, or other events approved by the church.

Only active church members may reserve the church facilities for weddings and must have the approval of the church. They are asked to pay a \$50 fee for the church and a \$50 fee for the Hendricks Fellowship Building to defray the cost of utilities.

Active church members who desire to use the Hendricks Fellowship Building for social occasions other than wedding-related activities must have the approval of the church and are requested to pay a \$50 fee to defray the cost of utilities. Non-church members shall not be allowed to reserve the Hendricks Fellowship Building for any social occasion. Active church members may not reserve the Hendricks Fellowship Building for use by a non-church member.

Anyone using the Hendricks Fellowship Building must follow the posted clean-up guidelines located in the kitchen. If additional cleaning or furniture arrangement is necessary in the sanctuary, classrooms, or fellowship building, the individual will be billed by the church.

Anyone scheduling a wedding shall obtain a copy of the complete wedding policy from the church office.

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## REQUEST TO USE CHURCH FACILITIES

**By Church Members Only**

Requester's Name (Print): \_\_\_\_\_

Requester's Signature: \_\_\_\_\_

By signing the above request I hereby affirm that I am an active member of Wakefield Central Baptist in accordance with by-laws.

Facilities Requested To Be Used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose For Request: \_\_\_\_\_

\_\_\_\_\_

Date(s) You Would Like To Use Facilities: \_\_\_\_\_

\_\_\_\_\_

Time You Would Like To Reserve Facilities (*include set up & clean up time*):

\_\_\_\_\_

## FOR CHURCH USE ONLY

Amount Received To Offset Utilities: \_\_\_\_\_

Date & Time Received: \_\_\_\_\_

Received By (Name): \_\_\_\_\_

Date Taken To Monthly Business Meeting: \_\_\_\_\_

