

**MOUNTAIN VIEW BAPTIST CHURCH  
FACILITY/EQUIPMENT USAGE REQUEST FORM**

Requests to use church facilities will only be accepted from church members and outside organizations. The Senior Pastor or his designee will approve use only for those who agree to abide by the church's doctrinal stance, as stated in the Baptist Faith & Message (2000), and the church's Constitution and Bylaws. Interpretation of these documents are at the sole discretion of the Senior Pastor. In addition, the following rules apply:

1. Facilities/Equipment Usage Requests must be completed and submitted at least 2 weeks prior to the event for approval (at least 30 days for weddings). Requests for non-MVBC functions may not be made more than 4 months in advance. Fees are due upon approval of the event.
2. A building usage fee will be charged per building, per day, for each event. (\$25 for members / \$100 for outside organizations)
3. The building usage fee for weddings will be \$100/building/day. (Example: 2 buildings for 1 day = \$200)
4. If audio/visual equipment is requested, an additional \$25/day will be added to the fee. Only an approved church member may operate audio/visual equipment.
5. Outside organizations are required to provide a Certificate of Insurance which states the organization as the named insured. Personal homeowner's insurance will **not** be accepted.
6. The children's classrooms and supplies are off limits.
7. Alcoholic beverages, smoking, and illegal drugs (including marijuana, even if for medicinal purposes) are strictly prohibited on the church property.
8. The party using the facilities will be responsible for the following:
  - a. Set-up & breakdown
  - b. Supply own plates, cups, napkins, utensils, etc.
  - c. Clean kitchen if used
  - d. Take trash to dumpster
  - e. Turn off lights, heat, or air conditioning (other than multi-purpose building)
  - f. Lock doors and secure building
  - g. Return keys to office (if applicable)
  - h. Report lost or stolen keys
  - i. Promptly return any items removed from property
  - j. Return all equipment clean and in the same working order it was received
  - k. Payment for damaged or broken items

**Do not submit any payment until you have received approval for your event from the church office.**

I have read and agree to the above terms of use, and I am authorized to sign for myself (not a minor), or the organization that I represent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE SUBMIT THIS COMPLETED & SIGNED FORM TO:**  
office@mvbctucson.org **OR** 3500 West Overton Road, Tucson, AZ 85742  
**(Organizations must include their Certificate of Insurance)**

**Requestor's Contact Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Event Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Start Time (including setup):** \_\_\_\_\_ **End Time (including cleanup):** \_\_\_\_\_

**Number of People Expected:** \_\_\_\_\_

**Which Building(s) Are You Requesting?**

\_\_\_\_\_ Auditorium \_\_\_\_\_ Classroom Building  
\_\_\_\_\_ Multi-Purpose Building (Atrium) Rooms: \_\_\_\_\_  
\_\_\_\_\_ Multi-Purpose Building (Media Room) \_\_\_\_\_ Youth Building

**Will You Need Audio/Visual Equipment?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Will You Be Using the Kitchen?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**What Other Equipment Will You Need?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All changes must be approved in advance by MVBC**

**FOR OFFICE USE ONLY**

Signed request form received: Y / N      Certificate of Insurance Received: Y / N / Not Applicable

Approved / Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions: \_\_\_\_\_

Requestor notified by: \_\_\_\_\_ Date: \_\_\_\_\_

Event added to church calendar by: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Received: Y / N      Amount: \_\_\_\_\_ Date: \_\_\_\_\_