



**SMITHVILLE
BAPTIST CHURCH**

Reservation Form

After reviewing the Smithville Baptist Church Facilities Policies and Procedures, please complete this form and submit to the church office of Smithville Baptist Church (PO Box 52, Smithville, MS 38870) prior to the desired date of your event.

Event to be Scheduled: _____

Date of the Event: _____ Time of the Event: _____

Estimated # of Participants: _____ Prior Set-up Time Needed: _____

Name of Responsible Party: _____

Contact #'s: Home: _____ Work: _____ Cell: _____

Room and Equipment Needs: (Please check all that apply.)

Worship area _____

Games tables _____

Fellowship hall _____

Playground _____

Classrooms _____

Kitchen _____

Nursery _____

Recreation Equipment _____

It is expressly understood by the above named party that usage of Smithville Baptist Church facilities is primarily for Smithville Baptist Church functions, Elevate Student Ministry programming, and Children's Ministry programming. Secondly, SBC facilities may be used by church members, Christian organizations, community organizations that are not in conflict with the Mission Statement of Smithville Baptist Church, and individuals who agree to abide by the policies and procedures for usage.

Smithville Baptist Church reserves the right to cancel any event for any reason. Every attempt will be made not to interrupt a scheduled event. However, if a conflict arises, such conflict will be resolved by the church staff. Reasonable notice will be given to the person or organization affected.

I understand and desire to reserve the facilities of Smithville Baptist Church for the above mentioned activity and date(s).

Signature of Responsible Party: _____ Date: _____