

**Facility Use Application**

Knightsdale Baptist Church  
15 Main Street  
Knightsdale, NC 27545  
(919) 266-2471

Application Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Rental Date Desired: \_\_\_\_\_ Times of Use/Occupancy: \_\_\_\_\_

Purpose: \_\_\_\_\_

KBC Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Liability Insurance? Yes No Name of Company Issuing Insurance: \_\_\_\_\_

**I have read the Facility Use Guidelines and agree to abide by all of the rules at all times while using the facilities at Knightsdale Baptist Church.**

Signature of Applicant: \_\_\_\_\_

Items/Facilities Requested:

- \_\_\_ FLC Gymnasium & Kitchen \$150/hour
- \_\_\_ FLC Gymnasium \$65/hour
- \_\_\_ FLC Gymnasium w/serving window & ice \$70/hour
- \_\_\_ FLC Gymnasium w/scoreboard \$90/hour
- \_\_\_ Fellowship Hall & Kitchen \$40/hour
- \_\_\_ Sanctuary, Bride’s Room & Grooms room \$350 per rental
- \_\_\_ Sound System Technician – Contact Korey Hatch
- \_\_\_ Large Class Room \$50/hour
- \_\_\_ Small Class Room \$25/hour
- \_\_\_ Conference Room \$25/hour
- \_\_\_ Table w/6 chairs \$20 per rental (Qty. \_\_\_)
- \_\_\_ Stage \$25 per rental
- \_\_\_ Chairs \$1.50 ea (Qty. \_\_\_)

**\*\*All rentals require a \$150 deposit refundable upon completion of rental period and upon satisfactory inspection by a member of Knightsdale Baptist Church. Events cancelled with less than two weeks notice forfeit the \$150 deposit. \*\***

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Church Use Only

Approved: Yes No Date: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_ Certificate of Insurance or Waiver Attached: Yes No  
Deposit Returned in Full: Yes No (If no Attach Damage or Loss of Property Form)

Conditions/restrictions/special request for rental: \_\_\_\_\_

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