



Third Baptist Church of San Francisco, Inc.

Serving the Community with Christ Since 1852

Facility Usage Agreement

The following facilities will be used by the undersigned,

(Check as needed)

- Social/Fellowship Hall w/kitchen
 Sanctuary
 Parking Lot
 Social/Fellowship Hall without kitchen
 Other Room (specify)_____

on date: _____ from _____ to _____

Name of Individual/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person(s): _____ Phone: _____

Description of event: _____

Number of guests anticipated: _____ Number of Estimated Cars: _____

If wedding please full out the information below:

Wedding Information

Time of Wedding: _____ Groom Tel: _____ Bride Tel: _____

Name of Bride: _____

Name of Groom: _____

Minister Officiating: _____

(Any minister than Dr. Brown must be approved by Dr. Brown in advance)

(continued on back)

Official Use Only

- Counseling Session Scheduled Date/Time Scheduled: _____
 Counseling Session completed Date Completed: _____
 Kitchen Deposit Received Kitchen Deposit Returned



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The undersigned has read the policy regarding use of Third Baptist Church facilities, and agrees to all terms and conditions set forth therein.

The undersigned has submitted a donation in the amount of \$_____, which is accepted for use of the facilities stated in this contract.

Individual or Group Signature

Date

Signature of Church Officer

Date

Note: 30 day cancellation policy . NO REFUNDS for any cancellation within 30 days of event.

Insurance: Must provide Certificate of Insurance naming Third Baptist Church, Inc. as additionally insured. The church will consider exceptions on a case by case basis.