



RESERVATION FORM

4707 Ohio Street
South Charleston, WV 25309
(304) 768-6932

EVENT: _____

EVENT DATE: _____ TIME: _____

TODAY'S DATE _____

Name _____

Address _____

Phone _____ Member of Spring Hill? YES _____ NO _____

(If not a member, then permission must be granted by either the Pastor or Leadership)

Are you using the Fellowship Hall? ☐ Yes ☐ No

Are you using the Gym? ☐ Yes ☐ No

What time do you need the doors unlocked? _____

What time will you be finished? _____

How many tables/chairs do you need set up? _____

Policy and Guidelines for using the church facilities:

- A church member can only reserve the church facilities for wedding use (Pastor/Leadership may grant permission to non-members)
- Church and/or fellowship hall must be cleaned and placed back into its original form after event
- No pets/animals allowed in the church
- No tobacco or alcohol products allowed in church
- No drugs allowed on church property
- If there is any music please let it be praising to the Lord.
- Personal property and valuables are the responsibility of the owner
- Spring Hill Baptist Church is NOT responsible for any accident or injury, which may occur before, during, or after an activity.

It is the sole purpose of Spring Hill Baptist Church to glorify God in ALL that we do (I Corinthians 10:31). Therefore, we ask all visitors to be respectful of our guidelines.

I have read and understand the policy and guidelines for using the church facilities of Spring Hill Baptist Church

Signed _____ Date _____