



Broadway MBC - Building Usage Form

[Broadway Missionary Baptist Church](#)
[121 W. Broadway St, Winchester, Kentucky 40391](#)

[G. Chris Brown - Lead Pastor](#)

[1-859-744-4735](tel:1-859-744-4735)

church.clerk@bmbcwky.org

Today's Date: _____ Name of person requesting facility: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Contact Number: _____ Email Address: _____

Name of Ministry: _____

Ministry Leader: _____

Type Of Event: _____ Date of Event: _____

What area will you need? Sanctuary (Yes or No) Fellowship Hall (Yes or No)
 Conference Room (Yes or No) Annex Building (Yes or No) Choir Room (Yes or No)
 Kitchen (Yes or No)

Approximate Number of Attendees: _____

(You are responsible for cleaning the kitchen & removal of trash. No food is served in any room outside of the Fellowship Hall per Pastor Brown)

If utilizing the Culinary Committee, your menu must be coordinated and approved a minimum of two weeks prior to the event. All food preparation or kitchen usage of any kind must be coordinated with the Culinary Committee at least one week prior to the event.

List The Items You Will Need From The Culinary Committee:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Time For Set-Up: _____

Time Needed For Set-Up: _____

Set Up For The Fellowship Hall:

#Tables Needed: _____

Utensils Needed: _____

If You Are Using An Outside Food Caterer Share Their Contact Information:

Name of Caterer: _____

Phone Number: _____

Cell Number: _____

Address: _____

Food That Will Be Shared: _____

AUDIO EQUIPMENT NEEDED:

- 1. Microphone _____
- 2. Podium _____
- 3. Music _____
- 4. Stage _____
- 5. Do you Need your Event Streamed? _____
- 6. Projection Screen _____

Please email any PowerPoint Presentations and/ or information that you would like displayed on the overhead no later than one week before the event to - church.clerk@bmbcwky.org

If you are not a member of Broadway Missionary Baptist Church, you will be required to submit a deposit of \$250 to reserve the Church Building for your event!

PLEASE TURN IN TO ADMINISTRATION OFFICE:

Sis. Arlene Nance (Church Clerk)

APPROVED BY: PASTOR G. CHRIS BROWN

YES _____ NO _____

(DATE) _____

MUST BE TURNED IN WITHIN 30 DAYS PRIOR TO YOUR EVENT