



FIRST BAPTIST CHURCH
BOWLING GREEN

Application to Reserve First Baptist Church Facilities

Organizations / Groups not sponsored by First Baptist Church will need to provide a copy of a certificate of insurance listing "First Baptist Church, Inc." as a "Named Insured" along with any required deposits at least two weeks in advance of an approved event.

Date of Application: 3-12-26

Name of Organization / Individual requesting use of FBC facilities: Matthew Brown

EVENT COORDINATOR CONTACT INFORMATION

Name(s): Matthew Brown

Phone Number(s): 815-529-9669

E-Mail address: mattjacobbrown@gmail.com

EVENT INFORMATION

Name / Description of Event: Medical Student Wellness Cooking Class

Date(s) Requested: 3-19-26

Estimated Number of People Attending: 6

- Single Event
- Weekly use of specific rooms/areas for regularly scheduled program
 __Monday __Tuesday __Wednesday __Thursday __Friday __Saturday __Sunday
- Co-use of most/all church facilities (with terms determined)

Room(s) Requested: Kitchen

Event Times: Start Time: 6:00 End Time: 8:00

Arrival Time for Setup: 5:00 Departure Time after Cleanup: 9:00

Other Details / Requests for the event (please attach additional notes to your application if needed): _____

I will take care of all setup and cleanup needed

FOOD SERVICE / KITCHEN USE

Do you plan to use the Kitchen area? YES NO Will you use an outside caterer? YES NO

An FBC staff member, or approved representative, trained on FBC's kitchen gear must be present when any kitchen equipment is used. Dishwashing equipment is to be used by FBC staff only. The caterer or food coordinator for your event must contact the church office to understand the areas available for use. The caterer / food coordinator must clean the kitchen facilities after use and leave them in the same condition as before they were used.

FOR OFFICAL USE ONLY-----

Approved? (Circle) Yes No Date of Decision: _____ By: _____

Deposit / Fees Assessed (Circle) Yes No If so, what amount: \$ _____