PARAMOUNT BAPTIST CHURCH – RECREATION MINISTRY

FACILITY RESERVATION REQUEST FORM

Please complete and return to the Recreation Office.
(**Please include appropriate payment.** We accept cash, check, or money order.)

NAME _____ ORGANIZATION/GROUP _____

EVENT/ACTIVITY _____

DATE REQUESTED _____ TIME REQUESTED _____

ADDRESS _____ PHONE NUMBER _____

EMAIL _____ OTHER PHONE # _____

AREA(S) REQUESTED

___Activity Center Play Zone (ACPZ)
___Preschool Play Zone (PSPZ)
___Gathering Place (GP)
___Gym (GYM) (half or full)
___Children's Play Zone (CPZ)
___Room B228 (B228)
___Game Room (GR)
___Room B241 (B241)

Is this Event/Activity ____ church-related or ____ personal/private (fee required)?

FEE SCHEDULE:

Birthday/Private Events — -$30 for up to 2 hours **ONLY** ($60 for non-PBC members) -Includes use of ½ GYM (if available), **one choice** of 1) ACPZ/PSPZ or 2) CPZ/Rm. B228 or 3) GR/Rm.B241.

Other Events — -contact Wade Cavitt, Activities & Recreation Director @ (806) 350-7234 or wade@paramount.org

RESERVATION REQUEST POLICIES:

1. We will not be able to schedule reservations that conflict with a church-wide event, activity, conference, seminar, or emphasis.
2. PBC members may receive approval for their reservation up to six weeks (42 days) in advance.
3. Non-members may receive approval for their reservation up to three weeks (21 days) in advance.
4. All parties will be contacted by the Recreation Director (or other PLT staff as necessary), in a timely manner, when their request has been approved/not approved.
5. No confetti or shredded paper is allowed anywhere in the building.
6. All food and drinks **MUST** remain in the designated rooms at all times during your party.

Please sign below as acknowledgement of reading and understanding these fees and policies. Thank you.

NAME _____ DATE _____

RECREATION OFFICE USE ONLY:

Reservation Approved (date) _____ Received By (Staff initials)_____

Payment Received: cash m.o. check #_____ Fee Amount _____