



## Facility Request Form

### Procedures:

1. One week prior to event, a meeting at the facility must be set up between organization and member of the BACC. At this time, organization will sign out a key, get a tour of the facility, go over lock-up procedures, emergency procedures, location of equipment and trash area key, etc.
2. Facility should be left as it is found in terms of cleanliness. All trash must be placed in covered containers and not dropped over the fence from the stairway.
3. The BACC is not responsible for any set-up or break-down of event.
4. Parking lot should be used if event has over 15-20 people. A \$1-\$2 donation per person will be required to AME Zion Church in Coatesville.
5. When parking on street, every consideration should be give to the residents.
6. If amount of people is over 50, a parking attendant is required and shall be provided by the organization using the facility.
7. Arrangements should be made following event to return key and give any donations to BACC and/or AME Zion Church.
8. Please attach a certificate of insurance naming the BACC as an additional named insured for your event dates (\$1,000,000 liability limit required).

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Best Means of Contact \_\_\_\_\_

Use requested: Date(s) \_\_\_\_\_

Time \_\_\_\_\_

Reason for Use \_\_\_\_\_

\_\_\_\_\_

Number of people attending event \_\_\_\_\_

Do you feel this would benefit the Coatesville Community, how and why?

\_\_\_\_\_

\_\_\_\_\_

Does this event benefit the Lord's work? How?

\_\_\_\_\_

Are you willing/able to provide the BACC with a donation to help with general operating costs and/or cover the costs of the BACC that are associated with running your event? Yes No \_\_\_\_\_

You will need to use the parking lot if the event will draw over 15-20 people. Are you able and willing to donate money to AME Zion Church for use of their parking lot (\$1-2 per person)?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please read the BACC doctrinal statement at [thebacc.org](http://thebacc.org). Do you agree not to teach against it at your event? \_\_\_\_\_

*(for office use only)*

Initial and date for approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairman of Board

Program Advisor

Director

Initial and date for rejection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In case of rejection, please provide brief basis for rejection:

\_\_\_\_\_