



District of Columbia Baptist Convention

1628 16th Street NW
Washington, DC 20009-3099
Office: 202.265.1526 + Fax: 202.667.8258
www.dcbaptist.org

FACILITY USE REQUEST

Date of Request: _____

Facility	<input type="checkbox"/> DC Baptist Convention Building	<input type="checkbox"/> Johenning Baptist Community Center
Room(s) Requested	<input type="checkbox"/> Resource Room <input type="checkbox"/> Ballroom	<input type="checkbox"/> Conference Room <input type="checkbox"/> Kitchen
	<input type="checkbox"/> Learning Center	<input type="checkbox"/> Library <input type="checkbox"/> Multi-Purpose Rm

Contact Person _____ Organization/Ministry _____

Home Number _____ Cell Number _____ Work Number _____

Email Address _____

Mailing Address _____

Date(s) of Event _____ Start Time _____ End Time _____

Event Name _____ Anticipated # of Participants _____

Purpose of Event _____

Fee Structure

DCBC Building		JBCC Building		
Room		Room	1-4 hours	More than 4 Hours
Ballroom	\$350.00	Conference Room	\$50.00	\$100.00
Learning Center	\$200.00	Kitchen	\$50.00	\$100.00
Resource Room	\$125.00	Library	\$50.00	\$100.00
		Multi-Purpose Room	\$150.00	\$300.00

**All fees must be received two weeks prior to the event date. The organization is responsible for cleaning all spaces used (sweeping and mopping, if appropriate), removing all trash and placing it in the trash receptacle outside near the parking lot, and concluding the event on time. A cleaning deposit of \$100.00 is also required and will be returned upon satisfactory cleanup of the facility and concluding the event on time.*

Signature of Organization Contact

For DCBC Office Use

Request Granted Request Not Granted

Additional information requested: _____

Signature

Date