



Zion Baptist Church, Inc.

"Here To Serve... Our God, Our Christ, Our Fellowman."

2200 W. Muhammad Ali Blvd. • Louisville, Kentucky 40212
(502) 775-6404 • (502) 772-7457 Fax • www.zionlouisville.com

FACILITY PERMIT

Date of Request: _____

Event Name/Type of Usage: _____

Date(s): _____ Time(s): _____
(Available between the hours of 9am-9pm)

Check Appropriate Box:

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Craighead Fellowship Hall | <input type="checkbox"/> Friendship Hall |
| <input type="checkbox"/> Dining Hall | <input type="checkbox"/> Education Center | <input type="checkbox"/> Memorial Chapel |

Approximate Number of People Attending: _____

Person Requesting Room: _____

Organization (if applicable): _____

Address: _____

City, State, Zip Code: _____

Phone Number: (home) _____ (work) _____

Special Setup? Yes No *(If special setup required, please draw diagram on back of page)*

Number of Tables: _____ Type of Tables: _____ Food Served? Yes No

Special Instructions: _____

- To reserve a room, a deposit will be required for all non-members of Zion Baptist Church, Inc. (e.g. weddings: \$250.00; other occasions: \$150.00)
- There is a charge of \$50.00 for special setup, which includes setup and breakdown of the room, all tables and chairs.
- The custodian(s) have specific job responsibilities; please do not make requests of them.
- Use of the Basement Kitchen equipment (e.g. stove, etc.) is by authorized people only.
- Clean up is required of Zion Baptist Church, Inc. members and non-members.
- The building must be vacated by 9:00 p.m.