



**St. Paul Baptist Church**  
119 Elm Street, Montclair, NJ 07042

**Building Usage – External Groups**

Date: \_\_\_\_\_

Name of the Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

\_\_\_\_\_

Contact Making Arrangements:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Circle if Church Based Organization    Yes    No

If no, are any members of the organization members of St. Paul? If so, list name(s) below:

\_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of people expected to attend? \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

How will the event be publicized?

\_\_\_\_\_

Who is your targeted audience? \_\_\_\_\_

Will you serve food at your event? \_\_\_\_\_ If yes, hot/cold/both *(please circle)*

Date of Event (include day of the week): \_\_\_\_\_ Time:

\_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Clean-Up Time: \_\_\_\_\_

**WORSHIP • SERVICE • GROWTH • EVANGELISM • FELLOWSHIP**

Reverend Dr. Bernadette Glover, Senior Pastor

Marilyn Williams, Chair, Deacon Ministry • Leroy Cody, Chair, Trustee Ministry

Office (973)746-8338 Fax (973)746-2546 Website: [www.stpaullive.org](http://www.stpaullive.org)

<b>Room</b>	<b>Up to 2 Hours</b>	<b>Additional Hour</b>
Sanctuary	\$650	\$150
Billups Hall (Fellowship Hall)	\$450	\$100
Conference Room A	\$100	
Hospitality Room	\$75	
Christian Education Bldg. (1 room)	\$100	\$50

**\*Equipment Needed: (Circle):**

Television-DVD player-Microphone-Podium- #of Table(s)\_\_\_\_\_#of Chairs\_\_\_\_\_

**\*\$75 Audio Visual Technician**

Other (explain) \_\_\_\_\_

**Office Use Only**

**Payment**

Pastor \_\_\_\_\_

Date \_\_\_\_\_

Trustee Chair \_\_\_\_\_

Date \_\_\_\_\_

Deacon Chair \_\_\_\_\_

Date \_\_\_\_\_