



248 E. Elmwood
Palmer, AK 99645
907-745-3201 • 800-478-7884 • 907-745-3210 FAX
www.akbible.edu

Facility Use Request Application

Contact Name _____ Phone _____

Name of Organization (if applicable) _____

Address _____

Purpose of Request: _____

_____ (Name or Organization) is requesting the use of

_____ (Name of particular facility, e.g. MCC Gym,

Lounge, Library, etc.) on _____ (Date) for the hours of _____

(Time Frame, e.g. 1:00pm-5:00pm)

I, _____ as a representative for the organization so named, agree to abide by the Alaska Bible College Facility Policies and to provide adequate supervision of those in attendance.

Signature: _____ Date: _____

Classroom - \$20.00 per hour _____ Gym - \$50.00 per hour _____

_____ Lounge - \$50.00 per hour _____ Sound

System - \$100.00 per day (Palmer only) _____ Sound Tech - \$20.00 per

hour (Palmer only) _____ Deposit - \$200.00 (will be refunded if cleaned

and undamaged) _____ Tables & Chairs set up fee: \$100.00

Total: _____

Deposit is due with application. Mail checks to Alaska Bible College, 248 E. Elmwood Ave., Palmer, AK 99645. To pay by Visa or Mastercard, please call the office at (907) 745-3201. Remaining payment is due prior to event.

Return this completed page to Alaska Bible College, 248 E. Elmwood Ave., Palmer, AK 99645 or Fax: 907-745-3210 or email: mcc@akbible.edu