

# First Baptist Church Facilities Request Form

Today's Date \_\_\_\_\_

Event Date \_\_\_\_\_

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

Event Time \_\_\_\_\_

Opening Time \_\_\_\_\_

Closing Time \_\_\_\_\_

Room(s) Requested \_\_\_\_\_

Approx. Number of People Involved: \_\_\_\_\_

Contact Person \*\*: \_\_\_\_\_

Phone #: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C)

\*\*This person will be contacted 2 weeks before the event to verify final arrangements. Date Called \_\_\_\_\_ /Int. \_\_\_\_\_

**Terms/Conditions:**

- \* No alcoholic beverages on the premises
- \* No smoking in the buildings
- \* Music and activities involved must consider the fact that the FBC buildings were built and dedicated to the glory of God.
- \* FBC will not be responsible for the loss or theft of any valuables or personal property.
- \* Hours required in excess of 3 will involve added custodian fees, this can be avoided if the excess opening time is during regularly scheduled facility crew hours.

**RESPONSIBILITIES OF THE PERSON OR PERSONS USING THE FACILITIES:**

1. Wash, dry and put away all dishes in proper cabinets.
2. Do not put any decorations up on the walls.
3. Do not use any nails, thumbtacks or tape on walls or furniture.
4. Leave all tablecloths on tables.

**Reservation Deposit (Due Upon Booking Event) \$50.00**

*Fees:	Est..	Actual	Comments
Building Use Fee--room(s) _____	\$ _____	\$ _____	_____
Custodial Fee--up to 3 hrs. opened	\$ _____	\$ _____	_____
-- Additional hrs _____ @ \$20	\$ _____	\$ _____	_____

**Media**

Sound @ \$ _____ Hr x _____ hours	\$ _____	\$ _____	_____
Screen Use @ \$ _____ Hr x _____ hr	\$ _____	\$ _____	_____
Video Tape of Event @ \$ _____ Hr for _____ hours	\$ _____	\$ _____	_____
Equipment Use Fee \$10 Hr x _____ hours	\$ _____	\$ _____	_____
Editing fee \$20 Hr x _____ hours	\$ _____	\$ _____	_____
Duplicate DVD's @ \$15 x _____	\$ _____	\$ _____	_____
Duplicate CD's @ \$10 x _____	\$ _____	\$ _____	_____
If Ticketed Event Increase Media Fees by 50%	\$ _____	\$ _____	_____

Tablecloths, _____	\$ _____	\$ _____	_____
Kitchen Assistance	\$ _____	\$ _____	_____
Other, _____	\$ _____	\$ _____	_____
Cleaning/Damage/Extra's Deposit	\$ _____	\$ _____	<u>Refundable</u>

<b>Subtotal Fees Payable to FBC</b>	\$ _____	\$ _____	_____
Reservation Deposit dated _____	\$50.00	\$50.00	_____

\*Balance Due -within 2 weeks of Event \$ \_\_\_\_\_

\*Final Settlement (dated \_\_\_\_\_) \$ \_\_\_\_\_

Special Set-up Requested ? \_\_\_\_\_ if so, please draw the arrangements (Table set-up) on back

First Baptist Church Contacts: Church Office 765-4427, for sound call Marcella Johnson at the church office.

**User Accept Signature**

**FBC Approval**

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