

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. Failure to clean kitchen after use will result in a \$250 cleaning fee. (Clean up guidelines are posting in the kitchen)
2. Do not put any decorations up on the walls.
3. Do not use any nails, thumbtacks or tape on walls or furniture.

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	\$ _____	\$ _____	Refundable
Subtotal Fees Payable to FBC	\$ _____	\$ _____	_____
Reservation Deposit dated _____	Date refunded _____	\$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 Jeannette Knutson at the church office.

User Accept Signature/Date

FBC Approval/Date
