

## FBC Facilities Reservation Request Form

(Please read the church policies on back)

Date of Application: \_\_\_\_\_ Date (s) of Event: \_\_\_\_\_

Day Requested & Date	Check Day (s)	Rooms & Areas Requested	Time Requested (include Setup & Teardown)
Sun.			until
Mon.			until
Tues.			until
Wed.			until
Thurs.			until
Fri.			until
Sat.			until

Include AM & PM

Person making request \_\_\_\_\_ Phone # \_\_\_\_\_

Sponsoring Group/Ministry \_\_\_\_\_ Personal Event \_\_\_\_\_

Mailing Address (Street/City/State/Zip) \_\_\_\_\_

Type of Meeting (fellowship, party, etc.) \_\_\_\_\_

ADDITIONAL INFO (equipment, etc...) \_\_\_\_\_

Person in charge of meeting : \_\_\_\_\_ Phone # \_\_\_\_\_

Person in charge of setup/teardown: \_\_\_\_\_ Phone # \_\_\_\_\_

*(Custodians not responsible for setting up non-church related events; if so, fees may be involved)  
(Events at the Dave Lyle location will require a janitorial fee, other fees may apply)*

\*\*\*\*\*

Having read the procedures and responsibilities on back, I agree to abide by them.

\_\_\_\_\_  
(Signature)

<b><i>For Office Use Only</i></b>		
Approved	Not Approved	
Date: _____	Contact method: Confirmation & Phone / In person	By: _____
Comments: _____		
_____		

## Procedures for Requests for Use of Church Facilities

The following procedures for requesting the reservation of church facilities are designed to prevent misunderstanding and to insure that the requested facilities and equipment are available and arranged according to expectations.

- 1) Please review the First Baptist Church fee schedule for all pricing.
- 2) Member weddings can be scheduled one year in advance; Non-Member Weddings can be scheduled for no more than 6 months in advance.
- 3) All requests for use of church facilities must be made in writing by using the "Church Facilities Reservation Request" form. The form may be mailed to members upon request or picked up at the church office or Welcome Center or found at [www.fbcrockhill.org](http://www.fbcrockhill.org)
- 4) Completed request forms will be submitted to the Church Administrator's Office and reviewed for calendar conflicts. Conflicts will be discussed with other staff members before approving / disapproving. Reservations will be placed on the church activities calendar. Persons making the request will be sent a confirmation copy in the mail. Events are not considered "CONFIRMED" until written confirmation has been sent and received.
- 5) Church weddings are covered under this request form. Once confirmed additional Wedding packet may be obtained by contacting the Administrative Assistant.

## Responsibilities of Persons Using Church Facilities

- 1) For events held on weekends, the church will arrange a church custodian for all Members and Non-Members. This is to insure proper building security and room cleaning. Please see the First Baptist Church fee schedule
- 2) There is to be NO alcoholic beverages or tobacco products in First Baptist Church facilities.
- 3) If a group reserves an area for an event to occur on Sunday afternoon, the Church Office will arrange the reserved space to meet their needs after the morning worship services. Fees apply for Non-Ministry events.
- 4) The church custodian will not be responsible for setting up equipment for birthday parties. Requested equipment and equipment for cleanup will be made available to the individual making the request. First Baptist Church custodians may be retained under our fee schedule.
- 5) All payments are to be made before the scheduled event. Wedding payments are due 2 weeks before the scheduled Weddings. Payments are made to First Baptist Church.

### ***USAGE FEES***

<b>GENERAL</b>	<b>SPECIAL (Weddings, etc.)</b>
Facility fees: \$ _____	Audio: Wedding (required) \$ _____
Janitorial fees: \$ _____	Rehearsal (optional) \$ _____
Key deposits: \$ _____	Video: Yes or No \$ _____
Kitchen deposit \$ _____	
<b>Total Fees:</b> \$ _____	<b>Cash or Check #</b> _____
<b>Deposit:</b> \$ _____	<b>Date:</b> _____
<b>Balance Paid:</b> \$ _____	<b>Date:</b> _____
<b>Deposit Returned:</b> \$ _____	