

FBC Facilities Reservation Request Form

(Please read the church policies on back)

Date of Application: _____

Date (s) of Event: _____

Name of Event: _____

Time event will start: _____

Time event will end: _____

Day Requested & Date	Check Day (s)	Rooms & Areas Requested	Total Time Room Is Requested
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.) _____

Equipment Requested: (tables, chairs, A/V) _____

Need Sound System Assistance: No Yes IF YES, please complete the Technical Request Forms also.

Person in charge day of the event : _____ Phone # _____

Person in charge of decorating/cleanup: _____ Phone # _____

(Custodians not responsible for setting up non-church related events; if so, fees are involved)

I have read the policies on the back and agree to abide by them.

(Signature)

For Office Use Only

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) All requests to use church facilities must be made in writing by using the "Church Facilities Reservation Request" form. The form may be mailed to members upon request, picked up at the church office or Welcome Center, or found at www.fbcrockhill.org
- 2) Member weddings can be scheduled one year in advance; Non-Member Weddings can be scheduled for no more than 6 months in advance. Church weddings are covered under this request form. Once date is confirmed, an additional wedding packet should be obtained by contacting the Administrative Assistant to the Church Administrator.
- 3) Please review separate pricing sheet for non-FBC ministry events.
- 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) We do not furnish tablecloths, etc. for non-FBC Ministry functions like receptions and weddings.

Responsibilities of Persons Using Church Facilities

- 1) For events held on weekends, the church will arrange a church custodian for all Member and Non-Member events. 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 on First Baptist Church property. There should be no food served in the carpeted Main Entrance hallway between the Welcome Center & the Kitchen.
- 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. Custodial Fees apply for personal events.
- 4) The church custodian will not be responsible for setting up equipment for birthday parties. Tables or chairs and equipment for cleanup will be made available to the individual making the request. First Baptist Church custodians will open and secure the facility per the fee schedule.
- 5) All payments are to be made before the scheduled event. Wedding payments are due 2 weeks before the scheduled Wedding. Payments are made to First Baptist Church.

USAGE FEES

GENERAL	SPECIAL (Weddings, etc.)
Facility fees: \$ _____	Audio: Wedding \$ _____
Janitorial fees: \$ _____	Rehearsal \$ _____
Other personnel \$ _____	
Key deposit \$ _____	Video: Yes or No \$ _____
Total Fees: \$ _____	
Deposit: \$ _____	Cash or Check # _____
Balance Paid: \$ _____	Date: _____
Deposit Returned: \$ _____	Date: _____