

FIRST BAPTIST CHURCH

REQUEST FOR CALANDAR PLANNING & USE OF FACILITIES

Please complete this form and return it to the church office. **Please include enough time for setup and cleanup in your request.**

Name of Group:

Number Attending:

Mailing Address:

City/State/Zip:

Date(s) Requested:

Time(s) Requested: Start

End

Time you will start to set up:

Time you will be finished cleaning up:

Event Coordinator (Individual responsible):

Daytime Phone:

Evening Phone:

Cell Phone:

What is the purpose of your meeting?

Will you be selling anything at this activity? (example, CD's, books) Yes/No if "yes" what?

ROOMS/RESOURCES NEEDED (CHECK ALL THAT APPLY):

[\$50.00 room fee for the use of building for non-church related functions]

Check here	Rooms/Resources Requested	Seating Capacity	Fee	Number expected	Notes
	Sanctuary	500			Includes podium
	Sanctuary Sound System		\$25/hr		An approved sound technician is required
	Kitchen				Includes oven, refrigerator & coffee maker
	Fellowship Hall	200			tables & chairs, piano available
	Class room	Depends on room			Tables & chairs available
	Nursery		Fee for workers		Approved adult must supervise
	Student Center	50-75			Includes chairs Approved adults must supervise Youth events
	Student Center Sound system		\$25/hr		An approved sound technician is required
	Student Center class room	Depends on room			Table & chairs available

***If the Nursery is requested please call Sheila Tedder (584-4428) for guidelines on what rooms may be used, an adult must supervise this area at all times. Responsible teens may only assist with childcare. Pay for the nursery workers is an additional fee.**

Check Here	Rooms/Resources Requested	Seating Capacity	Fee	Number expected	Notes
	Tables				
	Chairs				
	TV				
	DVD/VHS player				
	Screen				
	Microphone				Fellowship hall
	Podium				
	Music stand				
	Other				

- A copy of a *certificate of insurance* is required for all groups and must be included with this application.
- First Baptist Church must be listed as an *additional insured* on your insurance policy. If your request is approved, we will need a copy of the page that shows FBC as an additional insured party or a form from your insurance agent to that effect.
- Please make checks for fees to FIRST BAPTIST CHURCH
- The fees are due after your request has been approved.
- All room and resource fees are on a per-day basis. The church leadership reserves the right to include additional charges for utilities and janitorial services for some activities. You will be informed of these charges IF your request is approved.
- Youth events and activities in the Student Center must have adult supervision.

I read the Facility Use Policy and agree to honor the use guidelines.

Signature of Responsible Party & Date:

Should any of the information above change before the date of your event, Please inform the church office (584-7066) as soon as possible.