

# First Baptist Church Facility Use Request Form

## Non Wedding Event

Name of Organization or Individual \_\_\_\_\_

Member: \_\_\_\_\_ Non-Member: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_

What area/areas are you requesting? Sanctuary, Madden Hall, Kitchen, Classrooms: Please Circle area/areas requesting.

Date and time needed: \_\_\_\_\_ Approximate # of people expected: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_ Must be vacated by 9:30 p.m. for custodial cleanup.

Reason for use: \_\_\_\_\_

Tablecloths are available at request for an additional fee.

Will tables & chairs be required? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_

*If yes, you will need a team in place to take down and set up chairs and tables.*

## Wedding Event

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Bride's Address: \_\_\_\_\_ Groom's Address: \_\_\_\_\_

Bride's home/cell #: \_\_\_\_\_ Groom's home/cell #: \_\_\_\_\_

FBC Member? Bride: Y or N Groom: Y or N Parents: B or G

What areas are you requesting? Sanctuary, Madden Hall, Kitchen, Classrooms, Please Circle area/areas requesting. If requesting classrooms, how many \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Must be vacated by 9:30 p.m. for custodial cleanup.

Date/time of rehearsal: \_\_\_\_\_ Date/time wedding: \_\_\_\_\_

Approximate # of people expected \_\_\_\_\_

Time of reception: from \_\_\_\_\_ to \_\_\_\_\_ Must be vacated by 9:30 p.m. for custodial cleanup.

Approximate # of people expected \_\_\_\_\_

Minister: \_\_\_\_\_ If guest minister, name: \_\_\_\_\_

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Address of guest minister: \_\_\_\_\_ Phone#: \_\_\_\_\_

***Signature of approval for guest minister:*** \_\_\_\_\_

If guest organist/pianist: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Sound system/audio operator needed: Y or N. If yes, a member of the Audio/Video Team must be present before equipment is used. If one is needed a fee of \$75 will be required.

Tablecloths are available at request for an additional fee.

Will tables and chairs be required? Y or N. If so, how many? \_\_\_\_\_

***If yes, you will need a team in place to take down and set up chairs and tables.***

- See attachment for all fees

***I understand that I am responsible for the cost of replacement or repair of any items lost, stolen, or damaged by me or my guests during the rental period. I agree that the deposit may be used to pay for any damage, and I also agree to pay First Baptist Church Woodbury for the costs of any damaged or missing items, in excess of the deposit, immediately should I fail to do so.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_