



481 Hood Center Drive,  
 Rock Hill SC 29730  
 803-327-7181  
 803-327-7271 (fax)

**Facilities Reservation Request Form**  
 (Please read the church policies on back)

Date of Application: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time event will start: \_\_\_\_\_ Time event will end: \_\_\_\_\_

Day Requested & Date	Check Box	Rooms & Areas Requested	Total building time requested <i>(include Setup &amp; Teardown)</i>
Sun.			until
Mon.			until
Tues.			until
Wed.			until
Thurs.			until
Fri.			until
Sat.			until

Include AM & PM

Person making request \_\_\_\_\_ Phone # \_\_\_\_\_ Personal Event: Yes No

Email Address \_\_\_\_\_ Church Member: Yes No

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

Sponsoring Group/Ministry \_\_\_\_\_ Meeting type: (Service, fellowship, party, etc.) \_\_\_\_\_

\*\*\*\*\* Need Sound System Assistance: Yes / No IF YES, please complete the Technical Request Form also. \*\*\*\*\*  
 Technical Request Form on Page 3

ADDITIONAL INFORMATION: (tables, chairs, room setup, etc...)

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 may be involved)*

**EVENT IS NOT APPROVED UNTILL CONFIRMATION IS SENT BY EMAIL, PHONE OR MAILING.**

Having read the procedures and responsibilities on Page 2, I agree to abide by them.

Ye No

<b>For Office Use Only</b>	
Approved / Not Approved	Scheduler / Google
Date: _____	Contact method: Confirmation / Phone / In person / Email 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.
- 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. Additional wedding information 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. Custodial Fees will apply.
- 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>	



# Technical Setup Request Worship Center

## Event Information:

Event Name: \_\_\_\_\_

Sponsoring Group \_\_\_\_\_ Phone: \_\_\_\_\_

Person In Charge: \_\_\_\_\_ Email: \_\_\_\_\_

Technical Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s), Time(s) & Duration:

## Audio:

Podium    Additional Podium Microphone    Additional Stand Microphone: Qty \_\_\_\_\_

Wireless Microphone(s):                      Handheld: Qty \_\_\_\_\_    Lavalier: Qty \_\_\_\_\_

Prelude Music

Background Music

Audio Recording of Event Desired

Musicians: How Many? \_\_\_\_\_ What will they be playing? (Please supply details):

Choir

Singers: How Many? Soloists: \_\_\_\_\_ Ensembles: \_\_\_\_\_

Other Special Requirements:

Special Layout (Show areas needing Microphone pickup and type of Microphone (ie. solo or ensemble))

## Lighting:

Standard Lighting

Special Layout (Show areas needing light) - (Will be supplied only if available)

## Projection:

Requested                      Not Requested

Type of Projected Material:    Slide Show                      DVD

Other Comments

Requests are subject to availability of the personal trained to operate the equipment requested!  
If this is an event during a meal a meal will need to be provided to the AV personnel