

## FOR ACTIVITIES & FUNCTIONS FBCPC MINISTRY RELATED

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For ministries groups that are included on the FBCPC approved ministries list, or sponsored by an approved ministry.



### FACILITY / MEETING SPACE REQUEST

#### A. RESERVATIONS:

- **Activities unrelated to church ministry are subject to facility / room charges. Ministry groups or individuals requesting use of the facility for purposes unrelated to church ministry and operation should complete a different form.**
- **Facility / Room reservations are scheduled on a first come, first reserved basis.**
- **Set-up and clean-up time must be included in the hours reserved for your event / session.**
- **Events running beyond reserved hours will be charged back to the ministry or organization's budget.**
- **Reservations are subject to cancellation at the discretion of First Baptist Church staff. However, a reasonable effort will be made to honor all reservations.**

#### B. BUILDING / ROOM USE GUIDELINES

In effort to preserve the beauty of our facility, all rooms / equipment reserved must be left in the same condition in which they were found. All requesting groups are asked to do reasonable clean-up of the reserved area after each use. Please abide by the following guidelines for clean-up after use of the facility / room:

1. Arrange chairs/tables in neat order and /or restack.
2. Wipe off table tops after eating.
3. Clean up any new spills on carpet.
4. Check restrooms for tidiness / cleanliness. Pick up any paper trash on floor.
5. Dispose of trash in the proper containers.
6. Kitchen, refrigerator, and stove must be left clean.
7. Make sure stove / oven is off.
8. All kitchen items used must be left clean and in their proper place.
9. Wipe off kitchen countertops.
10. Return all equipment to the location in which it was found and to its original settings.
11. Switch off the lights.
12. Check out of room / facility was according to permitted time.

**\*\*Please do not use any rooms beyond those reserved and agreed upon.**

Below are just a few additional guidelines that we hope will protect the property, our people, as well as our church's good name:

- No smoking, gambling or alcoholic beverages are allowed on church property.
- The church is a public facility, therefore, all event attendees should be encouraged to wear the proper attire, i.e. no swimsuits; shoes and shirts should be worn at all times.
- The facility is not set up for cooking / frying, therefore, each party should plan for catered (brought in) meals only.
- Children should be supervised at all times.

**SECTION 1. MEETING SPACE**

**Room(s) Requested:** (Please include all rooms, main and set up, that will be utilized for this event..)

Worship Center (occupancy 497)

Activity Center (occupancy 240)

Kitchen (**use of kitchen is by reservation only. Must be pre-arranged.**)

Education Building (classroom occupancy varies, per set up)

Meeting Room (occupancy 72 @ round tables – 150 with chairs in rows)

Kitchen (**use of kitchen is by reservation only. Must be pre-arranged.**)

Shed Building (occupancy 70)

Pre-K Building (classroom occupancy varies, per set up)

Choir Room (occupancy 70)

Classroom(s) Qty of classrooms: \_\_\_\_\_

**Name of Group** \_\_\_\_\_ **Event** \_\_\_\_\_

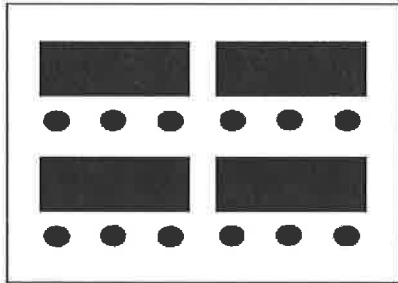
**Date(s) of Event** \_\_\_\_\_  
Day of the Week                      Month                      Day                      Year

**Event Hours** \_\_\_\_:\_\_\_\_ am pm **until** \_\_\_\_:\_\_\_\_ am pm **Number in Group** \_\_\_\_\_  
(set up and clean up time, must be included in reserved hours)

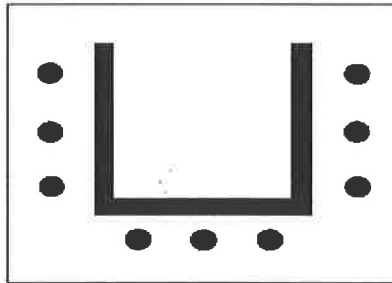
**Room(s) Requested** \_\_\_\_\_

## STANDARD ROOM SET UP CONFIGURATIONS

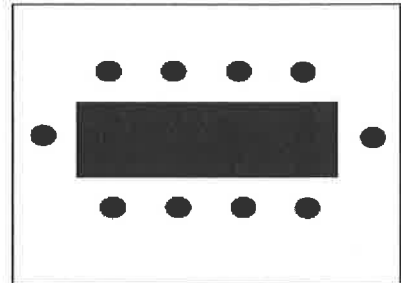
**Classroom**



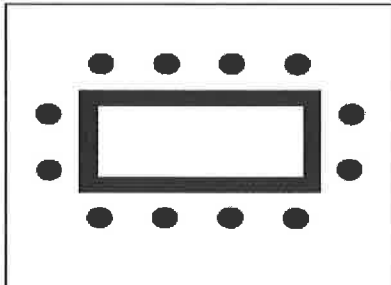
**U-Shape**



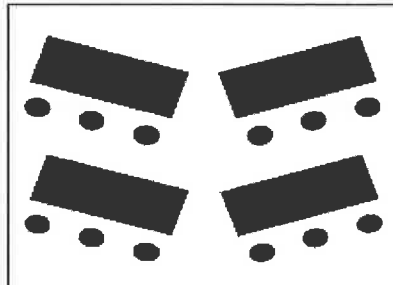
**Conference**



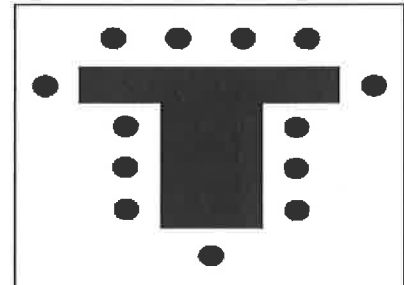
**Hollow Square**



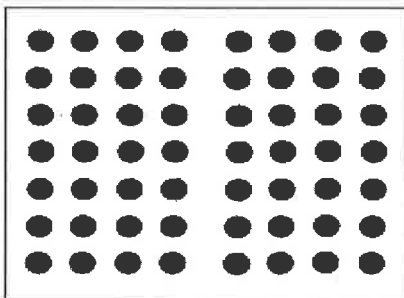
**Chevron**



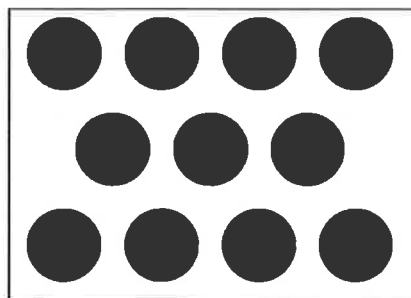
**T-Shape**



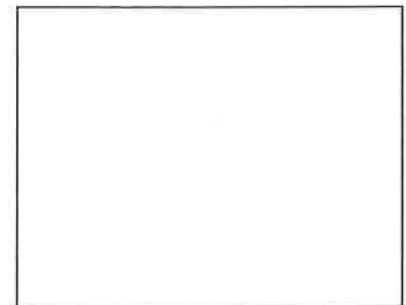
**Theater**



**Banquet (8 chairs per round)**



**Other**



Please include any special set up instructions. (Charges may be assessed to groups that do not return the room(s) requested to relative cleanliness and reasonable order.)

Custodial Use Only: Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

## SECTION 2. EQUIPMENT / FURNISHINGS

**Equipment / Furnishings Requested:** (Equipment and furnishings requested will be provided per availability.)

- Tables                      Qty Round: \_\_\_\_\_                      Qty Rectangular: \_\_\_\_\_
- Chairs                      Qty: \_\_\_\_\_
- Podium
- Microphone(s)      Qty Handheld: \_\_\_\_\_                      1 Wireless available: \_\_\_\_\_
- Computer (only available with Meeting Room, Worship Center & Choir Room)
- Sound System (only available with Meeting Room, Worship Center & Choir Room)
- Video Projector (only available with Meeting Room, Worship Center, Choir Room & Shed)
- Whiteboard / Chalkboard
- Other Equipment/Furnishings: \_\_\_\_\_

## SECTION 3. SUPPLIES

**Supplies Requested:** (Supplies requested will be provided per availability.)

- Foam Plates                      Qty: \_\_\_\_\_
- Plastic Flatware                      Qty Forks: \_\_\_\_\_      Qty Spoons: \_\_\_\_\_      Qty Knives: \_\_\_\_\_
- Napkins
- Serving Utensils      Please specify: \_\_\_\_\_
- Chafing Dishes      Qty: \_\_\_\_\_
- Warmers                      Qty: \_\_\_\_\_
- Table Cloths                      Qty Rectangular: \_\_\_\_\_      Qty Round: \_\_\_\_\_
- Other Supplies \_\_\_\_\_

(Supplies requested may be subject to fees depending upon the quantity requested.)

## SECTION 4. STAFF SUPPORT

**Staff Support Needed:**

- Organist / Pianist
- Other Staff (*i.e. Custodial or A/V assistance, as available*) \_\_\_\_\_

**I have read and understand the above facility / room request requirements. Please process my request for use of the facility.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**For Office Use Only**

**Approved**       **Disapproved**

**\*For fundraising events, approval should be sought from the Finance Committee, prior to office approval.**

\_\_\_\_\_  
**Signature**

