



## Facility / Meeting Space Request Form

*Please print clearly and fill out completely*

### 1. GENERAL INFORMATION

Organization/Requestor/Ministry: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Member of First Baptist Palm Coast?  Yes  No

### 2. EVENT INFORMATION

Event Type / Purpose: \_\_\_\_\_

\_\_\_\_\_

Estimated # of participants: \_\_\_\_\_

Will food be served?  Yes  No (No cooking – catered meals only. See clean-up checklist, item “B”, under the Facility Agreement section.)

Fundraiser?  Yes  No

Has event been tentatively cleared on the church calendar?  Yes  No

### 3. EVENT TIMEFRAME

Setup Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am / pm End Time: \_\_\_\_\_ am / pm

Event Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ am / pm End Time: \_\_\_\_\_ am / pm

(Please include time for set-up, i.e., decorating and clean-up as applicable. See clean-up checklist, item “B”, under the Facility Agreement section.)

**NOTE: The church buildings close at 9:00pm nightly. All activities must be concluded by 8:45pm.**

### 4. MEETING SPACE REQUESTED

Room(s) Needed: (Please include all rooms, main and set up, that will be utilized for this event.) See Fee Schedule (item #10) for room rental fees.

Worship Center (occupancy 497)

Activity Center (occupancy 240)

The Wallace Education Building (classroom occupancy varies, per set up)

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

Meeting Room Downstairs (occupancy 72 @ round tables or 125+ with chairs in rows)

Meeting Room Upstairs (occupancy 54 @ round tables or 94+ with chairs in rows)

Shed Building (occupancy 70 with chairs in rows)

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

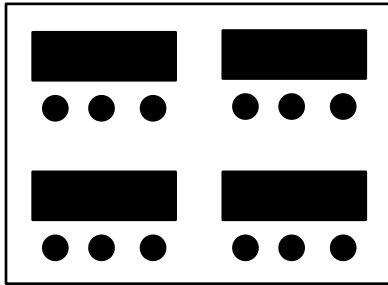
Classroom(s) Qty of classrooms: \_\_\_\_\_

Choir Room (occupancy 70)

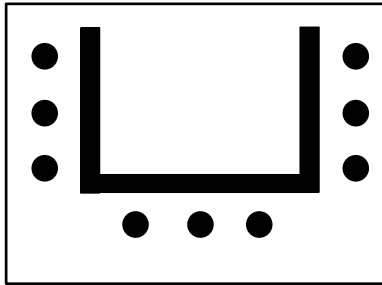
5. EVENT SETUP

**STANDARD ROOM SET UP CONFIGURATIONS**

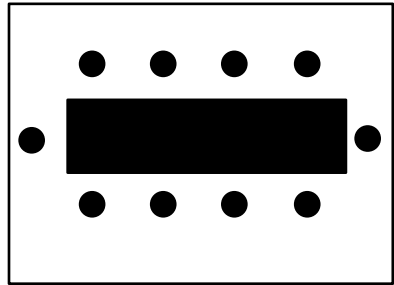
Classroom



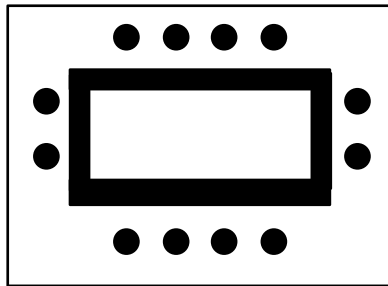
U-Shape



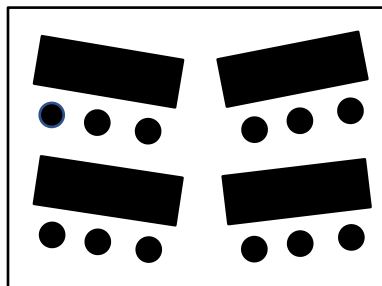
Conference



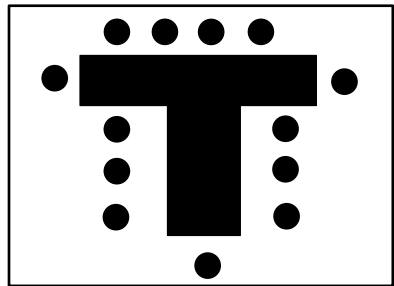
Hollow Square



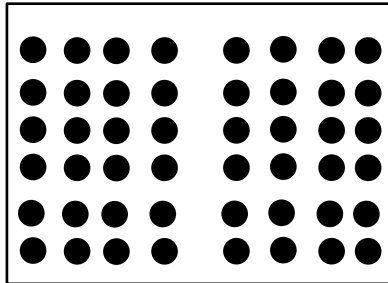
Chevron



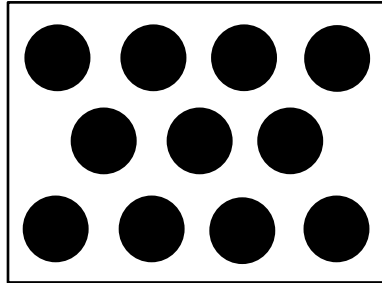
T-Shape



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.)

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

## 6. EQUIPMENT/FURNISHINGS

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

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

## 7. SUPPLIES

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

(Supplies requested will be provided based on availability and subject to additional fee depending on the quantity requested.)

## 8. DECORATIONS REQUEST FOR MINISTRY EVENTS ONLY

Requests for decorations should be submitted to the Flowers and Decorating Ministry **two weeks** prior to the event date.

The Flowers and Decorating Ministry can provide your ministry the following items for your event: centerpieces (limited variety of premade florals), mirrors, and votive candles. Please complete the information below:

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Ministry: \_\_\_\_\_ Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

What is the theme of the event: \_\_\_\_\_

Centerpieces:

- Centerpieces needed for: # of tables: \_\_\_\_\_ # of food table(s): \_\_\_\_\_
- Mirrors (to place under the centerpiece): \_\_\_ Yes \_\_\_ No
- Votive candles: \_\_\_ Yes \_\_\_ No

A member of the Flowers and Decorating Ministry will contact you regarding approval of your request.

**NOTE:** Decorations are provided at the discretion of the Flowers and Decorating Ministry. Decorations are **NOT** provided for weddings, wedding receptions, bridal or baby showers, funerals (except for the repast), and non-member events.

## 9. STAFF SUPPORT

Staff support needed (see fee schedule below):

Pianist/Organist       Sound Tech       Video/Camera Tech

## 10. FEE SCHEDULE

### NON-CHURCH MEMBER FEES

Pianist/Organist	\$50.00
Sound Tech	\$75.00
Video/Camera Tech	\$75.00

	<u>General Rate 3-Hour Minimum</u>	<u>Hourly Rate Over 3 Hours</u>
Worship Center	\$500	\$100
Activity Center	\$500	\$100
Wallace Education Building	\$500	\$100
Meeting Room (1 <sup>st</sup> or 2 <sup>nd</sup> Floor)	\$200	\$ 50
Pre-K Building	\$200	\$ 50
Choir Room	\$200	\$ 50
Student Center	\$200	\$ 50
Classroom	\$100	\$ 25

**Fees include custodial support. First Baptist Church reserves the right to bill for rooms not left reasonably clean and for any damages to rooms or equipment.**

### CHURCH MEMBER FEES

Pianist/Organist	\$50.00
Sound Tech	\$75.00
Video/Camera Tech	\$75.00

	<u>General Rate 3-Hour Minimum</u>	<u>Hourly Rate Over 3 Hours</u>
Worship Center	\$250	\$100
Activity Center	\$250	\$100
Wallace Education Building	\$250	\$100
Meeting Room (1 <sup>st</sup> or 2 <sup>nd</sup> Floor)	\$100	\$ 50
Pre-K Building	\$100	\$ 50
Choir Room	\$100	\$ 25
Student Center	\$100	\$ 25
Classroom	\$ 50	\$ 25

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## **11. FACILITY USE AGREEMENT**

### **A. RESERVATIONS**

Initial

- Facility/room reservations are scheduled on a first come, first reserved basis.
- A non-refundable deposit of \$75 is required at the time of scheduling to secure a reservation.
- Reservations can be scheduled up to three (3) months in advance.
- Reservations can be scheduled no less than one (1) week in advance.
- **Set-up and clean-up time must be included in the hours reserved for your event.**
- Events running beyond reserved hours will incur charges at the hourly rate over 3 hours.
- A certificate of liability naming First Baptist Church of Palm Coast may be required for some events. (See item "D" below for additional information.)
- Reservations are subject to cancellation at the discretion of First Baptist Church staff. However, a reasonable effort will be made to honor all reservations.
- We reserve the right to refuse any activity that does not affirm our beliefs as expressed in the Baptist Faith & Message 2000. To view the Baptist Faith & Message, visit <http://www.sbc.net/bfm/bfm2000.asp>

### **B. BUILDING/ROOM USE GUIDELINES**

Initial

In effort to preserve the beauty of the 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 tables after use.
3. Clean up any new spills on floors.
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 cleaned.
7. Make sure stove/oven is off.
8. All kitchen items used must be left clean and returned to their proper place.
9. Wipe off kitchen counters.
10. Return all equipment to the location in which it was found and to its original settings.
11. Turn off the lights.
12. Check out was according to permitted time.

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

First Baptist Church reserves the right to bill the organization/requestor for rooms not left reasonably clean and for any damages to rooms or equipment.

### **C. ADDITIONAL GUIDELINES**

Initial

- No smoking, vaping, gambling, or alcoholic beverages are allowed on church property.
- The church is a public facility; therefore, all event attendees should 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 meals only.
- Children should be supervised at all times.

### **D. CERTIFICATE OF INSURANCE / GENERAL LIABILITY**

Initial

A certificate of insurance naming First Baptist Church of Palm Coast as a certificate holder may be required for some organizations requesting use of the facilities, i.e., school organizations, sports groups, etc. We must receive a copy of the certificate of insurance within seven (7) days of the reservations.

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

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

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

**I have received a copy of the Facility Use Agreement.**

**FEES**

Room(s) Rental \$ \_\_\_\_\_  
Equipment/Furnishings/Supplies \$ \_\_\_\_\_  
Organist/Pianist \$ \_\_\_\_\_  
Audio Tech Support \$ \_\_\_\_\_  
Video/Camera Tech Support \$ \_\_\_\_\_  
**Event Total** \$ \_\_\_\_\_

**PAYMENTS**

\$75 Non-refundable deposit Date Paid: \_\_\_\_\_

Balance Due Date (3 days prior to event) Date: \_\_/\_\_/\_\_

**Balance Due** \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Comments/Notes:

**For Office Use Only**

**Approved**       **Disapproved**

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

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

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

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