

**NON CHURCH MEMBER FACILITY USE
RESERVATION REQUEST FORM**

NAME: _____

(Person and Group name)

Address: _____ Phone: _____

Event: _____ Event Date: _____ Event Time: _____

(If wedding please include time of rehearsal & time of wedding) _____

Nonmember sponsor signature (FBC active member): _____

Date request made: _____ Taken by: _____

Expected attendance # _____

Space reserved: Sanctuary _____ Classroom _____ Fireside Room _____

CLC _____ (equipment rm _____) Kitchen _____ (Ice & refrigeration only _____, Cooking _____)

Time: (including unlock & set-up and clean-up & lock-up. Must be out by 9 PM)

Date: _____ AM/PM to _____ AM/PM

Date: _____ AM/PM to _____ AM/PM

Date: _____ AM/PM to _____ AM/PM

Set-up details: _____

Key pick-up:

RESOURCES AND FEES:

Sanctuary \$300

Sanctuary clean-up: \$75 _____

Removal of choir chairs/rails \$75 (optional) _____

Sound operator \$75 _____

(for 4 hours) (All wedding music must be approved)

Media operator \$50 (optional) _____

(for 4 hours, this is for screen usage, if needed)

Gymnasium \$300 + 1 qualified person @ \$10/hour _____

Kitchen only \$100

Kitchen & equipment \$200 + 1 qualified person @ \$10/hour _____

CLC clean-up \$75 _____

CLC Set-up/take-down Fee determined by qualified person

Tablecloths \$11/cloth (optional)

Fireside Room \$100 + 1 qualified person @\$10/hour (if after church hours)

FEE DUE DATE: _____ (prior to event) YOUR TOTAL: _____ (initial)

Fees discussed? Y or N Policies & procedures discussed/given? Y or N

Premarital questionnaire filled out? Y or N Copy this page to requesting party: Y or N

COMMENTS: _____

FOR CHURCH USE ONLY:

APPROVAL: _____ DATE: _____

Copy to Sound: _____ Copy to Finance Secretary: _____

Copy to Media: _____

Music given to qualified person: Y or N Music approved by: _____