

# First Baptist Church Event Planning Guide APPLICATION

Phone: 606-546-3636 Fax: 606-546-5523

What type of event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Times: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Requested by: \_\_\_\_\_

(This person is responsible for ALL of the concerns of this request)

Phone #'s Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Other contact people: Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Facility Requesting? Circle One:

*Fellowship Hall*

*Courtyard*

*ONEWAY*

*Family Life Center*

*FLC Foyer*

*Sanctuary*

What time will the building be opened and closed? \_\_\_\_\_ and \_\_\_\_\_

Who will set up/what time? Name \_\_\_\_\_ Phone \_\_\_\_\_ Time \_\_\_\_\_

Who will clean up/what time? Name \_\_\_\_\_ Phone \_\_\_\_\_ Time \_\_\_\_\_

Will the kitchen be used? YES OR NO (Circle one)

If yes, FBC "kitchen attendant" for this event is \_\_\_\_\_

Will FBC kitchen supplies be used? \_\_\_\_\_ If yes, what and how much? \_\_\_\_\_

Will this event be advertised? \_\_\_\_\_ If yes, in what media? \_\_\_\_\_

FBC equipment requested? \_\_\_\_\_ Sound? \_\_\_\_\_

**THERE ARE "NO FEES" FOR USE OF FACILITIES REQUIRED FROM MEMBERS!!**  
**\$75.00 DEPOSIT APPLIES TO EVERY REGISTRATION TO RESERVE/HOLD DATE**

## MEMBER CUSTODIAL OPTIONS

**THERE ARE "CUSTODIAL" FEE OPTIONS FOR MEMBERS:**

1. SELF CLEAN UP (agree to clean-up check list sheet for the area requested)  
NO FEES APPLY (donations are encouraged)
2. SET UP YOURSELF WITH CUSTODIAL CLEAN UP AND BREAK DOWN  
\$50.00 (for any single space) \$100.00 (for gym or multiple spaces)
3. SET UP, BREAK DOWN, & CLEAN UP BY CUSTODIAN (all custodial responsibility)  
\$100.00 (for any single space) \$150.00 (for gym or multiple spaces)

## NON-MEMBER CUSTODIAL FEES (in addition to space rental fee)

1. COURTYARD (with kitchen use) ~ \$100.00
2. FLC Lobby (with kitchen use) ~ \$100.00
3. GYM only (NO kitchen use) ~ \$100.00
4. GYM, KITCHEN & CAFÉ ~ \$150.00

Approved by PURCHASE ORDER # \_\_\_\_\_ BUDGET ITEM to be used \_\_\_\_\_

Approved by Activities Pastor: \_\_\_\_\_ Date: \_\_\_\_\_