



EVENT RESERVATION FORM

EVENT _____ DATE OF EVENT _____

TIME OF EVENT _____ SET-UP/CLEAN-UP TIME _____

GROUP _____ FBC Member Other Ministry Affiliation _____

CONTACT PERSON(S) _____ PHONE #(s) _____

SPACE REQUESTED: Beach Hall Beach Hall Kitchen Classroom # _____
 Barfield Barfield Kitchen Sanctuary Twitty Chapel
 Annex Student Center Other _____

EQUIPMENT REQUESTED: Stage Podium Sound/Mic. Projection
 Tables # _____ 5'round # _____ 8' rectangle Chairs # _____ Flatware Glassware
 China Linens Paper Products (Please submit *Paper Products Request Form*)
 TV-VCR-DVD Other _____
 Set-Up (Describe) _____

Please draw a diagram of the room layout on the back.

FBC PERSONNEL NEEDED: Facilities Coordinator Custodian
 Audio/Sound Technician Child Care

FEES: (Please see *Building Usage Policies* for fee schedule.)

SPACE	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
EQUIPMENT	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
PERSONNEL	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
TOTAL FEES		\$ _____

(50% Deposit Due With Reservation)
 \$ _____ Deposit Paid _____ (date)

VEHICLE RESERVATION:

Destination: _____

Departure Time: _____ Return Time: _____

Van Trailer

Driver: _____ Cell # _____

15-P Bus

Driver: _____ Cell # _____

25-P Bus

CDL Driver: _____ Cell # _____

NOTE:
 1. All drivers must have their license copied and on file in the church office before driving.
 2. Keys must be checked out and returned during church office hours (Monday-Thursday 7:30-5:00, Friday 7:30-12:30).

SIGNATURE REQUIRED _____ DATE _____

FBC STAFF APPROVAL _____ DATE _____

Please use the space below to draw a diagram of the room layout.



Special Instructions:
