

First Baptist Wylie

Facilities Reservation Request From

This form must be completed in it's entirety and the Facilities Usage Compliance form must be signed and dated. You will be notified of the reservation confirmation once dates are verified and ministerial approval is received. Thank you for choosing FBW to host your Event!

Requestors Name: _____

Address: _____ **City:** _____ **Zip:** _____

Phone: (Home) _____ (Cell) _____ (Work) _____

Email _____

Church Member? YES NO

If non-FBW member, please provide the name and phone number of the FBC member who will attend the function and serve as your FBW representative, *if applicable*:

NAME: _____ **PHONE** _____

EVENT NAME: _____

Day/Date Start: _____ **Time** _____ **Day/Date End** _____ **Time** _____

Reoccurring Event: YES NO **Detail:** _____

Organization Represented: Community Church Personal Other (*Description Required*)

Description: _____

Type of Event: Meeting Conference Wedding Dinner Birthday Party

Sporting Event Other (*Description Required*)

Description: _____

of People To Attend: _____ Seating Only Seating & Tables Seating & Dining

Additional Items Requested: (*Please refer to Policy & Pricing in Event Handout*)

_____ **Sound & Audio Equipment** TV/ DVD Microphone Lighting Technician (Audio/Visual)

_____ **Food Service Requested** Buffet Cafe Dining Formal (China) Informal (Paper)

_____ **Community Ministry Items** Inflatable Polar Express Prayer Station (*Additional Information in Handout*)

Please list any additional information that will be valuable in assisting FBW with processing your request:

Church staff to complete this portion Follow-up Required Yes No

Minister's Approval _____ **Date** _____

Person adding this event to calendar _____ **Date** _____

Payment Made \$ _____ **Accepted by** _____ **Date** _____

Cash Check **Check #:** _____ **Detail:** _____

Reservation Fees

Ministry Events

All Ministry Events shall have a designated Event Coordinator who is a current member of First Baptist Church. Coordinator will be responsible for hosting the event and making sure that all guidelines are met.

Coordinator will be responsible for picking up and returning the church key, coordinating with church staff procuring and returning of items used during event and area clean up.

Event Coordinator can utilize items such as staff for clean up, sound technicians (if needed) and catering at a cost to the ministry. *Please inquire for further details.*

Community Events

As a member of the Wylie Community we are pleased that you have chosen to use FBW as a location to hold your event. Upon completion of the form on the reverse page you will be contacted with information pertaining to your event: availability, location, items request, catering cost and reservation fees. Reservation fees are required to be paid in full 5 days prior to the event date. These fees help defray the costs of building usage. Fee exceptions will be made for schools, civic or law enforcement agencies. Charges for those groups will be determined on an individual basis by church staff.

First Baptist Church reserves the right and authority as property owner to make necessary changes to any scheduling agreement if church events or functions require agreed space. Any changes or cancellations must be submitted to and approved by Ministerial Staff and Executive Pastor.

I have reviewed the information above and do agree to follow the guidelines as set down by FBC, Wylie.

Signature of Responsible Party _____ Date _____