

Facilities Reservation Request Form

This form must be completed in its entirety, signed and dated. You will be notified of your reservation confirmation once dates are verified and ministerial approval is received. Thank you for choosing FBW to host your Event!

Requestor Name: _____		Phone: _____	
		Phone #2: _____	
Address: _____	City: _____	Zip: _____	
Email: _____			
Church Member? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If non-FBW member, please provide the name and phone number of the FBW member who will attend the function and serve as your FBW representative. (if applicable)			
EVENT			
Event Name: _____		Type of Event: _____	
<input type="checkbox"/> Recurring Details: _____		Start Date: ____ / ____ / 201__	End Date: ____ / ____ / 201__
		Start Time: _____	End Time: _____
# of People to Attend: _____	<input type="checkbox"/> Seating Only Quantity: _____	<input type="checkbox"/> Seating & Tables Chairs: _____	6' Rectangle: _____ 5' Round: _____
WORSHIP CENTER <i>(Pricing varies for Weddings, contact wedding coordinator for Pricing details)</i>		EVENT CENTER	
<input type="checkbox"/> Chapel (\$200)	<input type="checkbox"/> Sanctuary (\$400)	<input type="checkbox"/> Community Room (\$100)	<input type="checkbox"/> Event Hall (\$750)
<input type="checkbox"/> Parlor (\$50)	<input type="checkbox"/> Class Room (\$25)	<input type="checkbox"/> Conference Room (\$50)	<input type="checkbox"/> Student Ministry Room (\$350)
<input type="checkbox"/> Gym (\$150)	<input type="checkbox"/> Fellowship Hall (\$100)	<input type="checkbox"/> Rec. Area (\$150)	<input type="checkbox"/> Breakout Room (\$25)
<input type="checkbox"/> Mall (\$100)	<input type="checkbox"/> Glassed Foyer (\$100)	<input type="checkbox"/> Cafe (\$100)	
ADDITIONAL ITEMS	Sanctuary, Event Hall, Student Ministry Room	Gym, Mall or Rec Area	Other Rooms
<input type="checkbox"/> Cleaning Deposit (\$25)	<input type="checkbox"/> *AV Tech (\$100 min.) <input type="checkbox"/> *Stage Changes (\$150) <input type="checkbox"/> Tables (\$25)	<input type="checkbox"/> Tables & Chairs (\$50) <input type="checkbox"/> Portable Sound (\$25)	<input type="checkbox"/> TV/DVD (\$25) <input type="checkbox"/> Portable Sound (\$25)
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 <input type="checkbox"/> Yes <input type="checkbox"/> No			
Ministers Approval (if applicable: _____)			Date: ____ / ____ / 201__
Calendared by: _____			Date: ____ / ____ / 201__
Payment Made: \$ _____			Date: ____ / ____ / 201__
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	<input type="checkbox"/> CC Details: _____	Date: ____ / ____ / 201__	

Reservation Info

Events

All Events shall have a designated Event Coordinator who is a current member of First Baptist Wylie. 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 building key, coordinating with church staff procuring and returning of items used during event and area clean up.

Community Events

As a member of the Wylie Community we are pleased that you have chosen 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 and reservation fees. Reservation fees are required to be paid in full 5 days prior to the event date. 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.

General Compliance Policies

- Absolutely no tobacco products or alcohol allowed on property.
- User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of First Baptist Wylie, which is a biblically based religious organization.
- User agrees to abide by any rules or regulations for the use of the premises set forth within the Facilities Usage Compliance Agreement.
- User agrees to abide by the Dress, Music and Dance policies.
- No firearms permitted with the exception of law enforcement officers.
- The rooms are expected to be left clean and in the same condition as provided.
- **Cleaning deposit is required.**

First Baptist Wylie 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 have read the Event Guidelines Handout and agree to follow the guidelines as set forth by First Baptist Wylie.

Signature of Responsible Party _____ Date _____