

USE OF CHURCH FORM

To: **Second Baptist Church Trustees**

(Name of Person / Organization requesting to use facility)

(Type of Event and Number of Guests)

(Day, Date and Time)

Request to use (please check): Sanctuary Fellowship Hall Classroom(s)/Conference Room

Please specify the type of tables needed (round or 8 ft. rectangle) and how many chairs per table. It may be helpful to include a diagram of your table arrangement and any specific instructions you may have. The Church Sexton's will put up and take down tables, chairs, stage and pulpit furniture. Please specify if sound and or video equipment is required.

Hospitality Ministry

The Hospitality Ministry is a "paid for" service that assist in preparing food for Church Events and Repast **ONLY (no weddings)**.

Staff Lounge (Food Prep Area)

The Staff Lounge is available upon request by anyone who has filled out a "Use of Church Form" that has been approved. The Bread of Life is **NOT** a part of the Staff Lounge and can only be use when it is approved by the Trustee's.

Please check if you need:

Stage

Media

Hospitality (Repast/Church Events ONLY)

Staff Lounge (Food Prep Area)

I/We agree that we all must be involved to maintain the condition of a safe, healthy and clean environment at the Church; therefore, I/We will make sure that all trash will be placed in designated containers, table tops will be cleaned and all miscellaneous items such as food waste, decorations, etc., will be properly disposed of. Second Baptist Church and the Sexton's are not responsible for lost, damaged or stolen personal property left in the facilities or on Church grounds. All activities associated with the program including clean-up and departure will be done within 45 minutes after the scheduled end time.

Print your name _____

(If requesting on behalf of organization, also print name of organization)

Signature: _____ Date: _____ Phone Number(s) _____

Approved: _____ Date: _____ Fee: _____

(Trustee)

FEES MUST BE PAID BY CHECK OR MONEY ORDER PAYABLE TO SECOND BAPTIST CHURCH AND REMAINING BALANCE IS DUE TWO WEEKS PRIOR TO THE SCHEDULED EVENT.

If you have requested Media or Hospitality needs, you will be contacted directly by a member of that ministry to finalize your needs.

Church Hours:

Monday-Friday 11:00AM to 3:00PM and 5:30PM to 9:30PM / Saturday – Upon request / Sunday after 3:00 P.M.

You may contact Dwight Hagans at 873-7891 or the Church Administrator at 232-5124 if you have any questions.

NOTE: This form **MUST** be used for all activities, including those on the ANNUAL Church Calendar and or when requesting services from the Hospitality or Media Ministries. Complete this form and give to Church Administrator. All events outside of regular Church hours must be scheduled two weeks in advance by completing this form. Thank you for your cooperation.

INSTRUCTIONS FOR USE OF CHURCH REQUEST FORM

The "Use of Church Request Form" must be completed two weeks in advance for any activity not on the Annual Church Calendar and/or for any activity where use of the Food Prep Area or services of the Media and/or Hospitality Ministries is requested.

Following is the list of the fees and rules associated with the usage of the Church Facilities. Note that the word "member" shall mean active member of Second Baptist Church (not a friend or relative of the same). Additional fees may be required if other services, such as those that may be provided by the Media Ministry, are required. FEES MUST BE PAID UNLESS WAIVED BY THE TRUSTEE MINISTRY. These fees may be modified at any time by the Trustee Ministry without advance notice.

EVENT	FEES ACTIVE MEMBERS*	FEES NONMEMBERS	FEES NONPROFITS (g)	FEES NONMEMBERS/NONPROFITS FUNDRAISING EVENT (g)
A. FUNERAL				
1. SANCTUARY ONLY	NONE	\$150	N/A	N/A
2. REPAST	COST OF FOOD (a) NO FEE FOR SPACE	COST OF FOOD (a) \$250 FOR SPACE	N/A	N/A
B. WEDDINGS (b)				
1. SANCTUARY ONLY	\$100	\$250	N/A	N/A
2. SANCTUARY AND FELLOWSHIP HALL (c)	\$100	\$500	N/A	N/A
3. FELLOWSHIP HALL ONLY	\$100	\$350	N/A	N/A
C. OTHER ACTIVITIES (d)				
1. SANCTUARY (e)	NONE	\$150	\$100	\$500
2. FELLOWSHIP HALL (f)	\$100	\$300	\$200	\$700
3. CONFERENCE OR CLASSROOMS	\$25	\$50 PER ROOM	\$50	\$150 PER ROOM

**As defined in the Church Constitution*

- a. *Contact Church Clerk if Hospitality Ministry assistance is needed for repast. You may bring your own food and/or refreshments or let the Hospitality Ministry shop for you. You will be provided an estimate of the cost and must make a deposit to cover the estimate. Receipts will be provided for purchases and any overpayment will be refunded.*
- b. *Maximum Use: Three (3) hours for rehearsal and dinner
Four (4) hours for wedding and reception*
- c. *This fee includes use of the fellowship hall for rehearsal dinner or wedding reception if the event is held on the same day at the conclusion of the rehearsal or wedding.*
- d. *These include non-church related activities sponsored by members. No fund raising for personal gain will be approved or permitted regardless of whether the requester is a church member or nonmember. The decision to grant permission to use the Church and its facilities by nonmembers, groups or organizations shall be approved by the Trustee Ministry. The approval/disapproval will be based on the appropriateness of the activity or function taking place in a house or facility.*
- e. *Fee reflects 3 hours usage. Additional fees may be required for longer usage.*
- f. *Fee reflects 4 hours usage. Additional fees may be required for longer usage.*
- g. *Civic or community organizations (i.e., group or organization that has been established or sanctioned by the city and also functions as a nonprofit organization by which their program goals are to benefit the Community at large).*

FEES MUST BE PAID BY CHECK OR MONEY ORDER PAYABLE TO SECOND BAPTIST CHURCH AND ARE DUE TWO WEEKS PRIOR TO THE SCHEDULED EVENT.