

USE OF CHURCH FORM

To: Second Baptist Church Trustees

(Name of Person/Organization requesting facility) (Type of Event / Number of Guests) (Day, Date, 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). If you have a diagram of your table arrangement and any specific instructions, please provide. Tables, chairs, stage and pulpit furniture will be set-up and dismantled for your event. Please specify if sound and/or video equipment is required.

Food Prep/Kitchen Area

The Food Prep/Kitchen Area is available upon request by anyone who has filled out a "Use of Church Form" that has been approved.

The Bread of Life (Commercial kitchen) is **NOT** a part of the Food Prep/Kitchen Area and can only be used when it is approved by the Trustees.

Bread of Life (Commercial kitchen)

Contact the Food Manager @ _____

Decorations Client provides 2BC provides No decorations needed

For 2BC Decorations contact the Beautification Ministry @ _____

Please check if you need:

Stage Media Hospitality(Repast/Church Events ONLY) Food Prep / Kitchen 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 is 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.

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

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

Approved: _____ Date: _____ Fee: _____ (Trustee)

A NON-REFUNDABLE DEPOSIT OF 25% OF TOTAL COST MUST BE PAID WITHIN 7 DAYS OF RECEIVING APPROVAL. IF DEPOSIT IS NOT RECEIVED WITHIN 7 DAYS, THE EVENT DATE IS NO LONGER RESERVED. BALANCE OF PAYMENT IS DUE 30 DAYS PRIOR TO THE SCHEDULED EVENT. EVENTS SCHEDULED 30 DAYS OR LESS MUST BE PAID IN FULL ONCE DATE IS APPROVED. PAYMENT OF FEES MUST BE PAID BY CHECK, CASH, CREDIT/ DEBIT CARD, or CASH APP TO SECOND BAPTIST CHURCH.

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

Church Hours:

Monday-Friday 11:00 am – 3:00 pm and 5:30 pm – 9:00 pm / Saturday – Upon request/ Sunday after 3:00 pm

You may contact the Church Secretary at 232-5124 if you have any questions

2BC Media Event
Worksheet

Name: _____ Event Type: _____

Contact #: _____ Event Date: _____

Hello guest. Thank you for choosing Second Baptist Church for your event. Please take the time to check all applicable boxes to receive media support. Any boxes that are not checked will **not** be available for your event. Please contact the

Media Director for further assistance.

- 1 hr. PA System Includes: (2)12"Speakers on stands/(1) 8 channel power amp mixer
- 0 hr Microphone QTY: _____ There is a maximum of 4 cordless microphones and no wired microphones in Fellowship Hall area
- 0 hr. CD Player
- 0 hr. DVD Player
- 0 Hr Laptop
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Publisher
 - Microsoft Power Point
 - Windows Media Player
 - Quick Time
- 1 hr. Projector • the projector includes (1) screen and HDMI, RCA, and VGA Inputs
- 1 hr. Monitor •50" TV monitor with HDMI, VGA and composite Inputs
- 0.25hr Podium
- 0.5hr. Video Camera • Please check with Media Director for further info
- 0.5hr Drums
- 0.5hr. Keyboard w/Stand
- 0.5hr Bass Amp
- 0.5hr Keyboard Amp

Please Answer all question applicable below.

Yes No

Do you need an Audio Technician for your event?

Do you need a Video Technician for your event?

Will your event have more than 100 people?

Are you providing all audio that will be played?

How long will you need Technicians? _____ Hrs: _____ Min.

Is your event in the Sanctuary Fellowship Hall Classroom(s) _____ # _____ / _____

Conference Room Outdoors

There is a \$30.00 per hour fee for media technicians. Set-up and break down is a minimum of (1) hour. Any additional services outside of scope of this form will be negotiated by facility manager.

USE OF CHURCH FEES

The "Use of Church Request Form" must be completed two weeks in advance for any activity, **including those on the Annual Church Calendar** and/or for any activity where use of the Food Prep Area, Commercial Kitchen, Media, Hospitality or Beautification Ministries are requested.

Following is the list of 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 apply if other services 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 NON-MEMBERS	FEES NON-PROFITS	FEES NON-MEMBERS/ NON PROFIT FUNDRAISING EVENT
FUNERALS				
SANCTUARY ONLY	NONE	\$250	N/A	N/A
REPAST	COST OF FOOD	\$350 + COST OF FOOD	N/A	N/A
WEDDINGS				
SANCTUARY ONLY	\$200	\$500	N/A	N/A
SANCTUARY & FELLOWSHIP HALL	\$250	\$700	N/A	N/A
FELLOWSHIP HALL ONLY				
WEDDING & OTHER ACTIVITIES	\$200	SEE SCALE BELOW 1-100 persons = \$350 101 – 250 persons = \$450 251 – 400 persons = \$550	N/A	\$800
CONFERENCE OR CLASSROOMS	\$25	\$50	\$50	N/A
STAGE	\$25	\$100	\$100	\$100
SECURITY	RPD/hourly rate	RPD/hourly rate	RPD/hourly rate	RPD/hourly rate
MEDIA	\$30.00/hour	\$30.00/hour	\$30.00/hour	\$30.00/hour
DECORATIONS	TOTAL FROM DECORATION REQUEST FORM	TOTAL FROM DECORATION REQUEST FORM	TOTAL FROM DECORATION REQUEST FORM	TOTAL FROM DECORATION REQUEST FORM
KITCHEN MANAGER	\$12.00/hour	\$12.00/hour	\$12.00/hour	\$12.00/hour
SEXTON	\$21.00/hour	\$21.00/hour	\$21.00/hour	\$21.00/hour

Please Note:

- Contact Church Secretary 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.
- Maximum Use: Three (3) hours for rehearsal and dinner
 Four (4) hours for wedding and reception
- Usage beyond the agreed upon time will require an additional fee of \$100/hour for the facility as well as fees for Security, Sexton, Kitchen Manager and Media if applicable.
- All paper, eating utensils and supplies will be provided by the requestor (not 2BC). This includes non-church related activities sponsored by members. No fund-raising for personal gain will be approved or permitted regardless of whether the requestor is a church member or non-member. The decision to grant permission to use the Church and its facilities by non-members, 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.
- 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 which their program goals are to benefit the Community at large).

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Thank you for your cooperation.

Signature of Requestor: _____ Date: _____

Phone Number(s) _____

Approved: _____ Date: _____ Fee: _____