

USE OF CHURCH REQUEST FORM

To: Trustees, Second Baptist Church

_____ is planning a _____

(Name of person(s) or organization)

and is requesting use of _____

(specify: food prep area, fellowship hall, sanctuary, classrooms, church grounds)

from _____ a.m., p.m. to _____ a.m., p.m. on _____

(Circle One)

(Circle One)

(Date)

We will need the following items for this engagement, e.g., number of tables and chairs, special arrangement of tables and chairs *(specify)*, sound or video equipment *(specify)*, etc. Attach additional sheet or use back of form if necessary. We agree that we will provide manpower to assist Sexton to set up, put away or move any items needed for this event, including but not limited to chairs, tables, stage, and pulpit furniture.

Please check if you need: ___ Media Ministry ___ Hospitality Ministry ___ 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. The Church Sexton and cleaning crew 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 _____

Approved: _____ Date: _____ Fee: _____

(Trustee)

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

If you have identified Media or Hospitality needs, you will be contacted directly by a member of that ministry to finalize your needs and will be notified of the additional fees for such services, if any. You will also be contacted if you requested use of the Food Prep Area.

Church Hours: Monday-Friday – 11:00 A.M. – 3:00 P.M. and 5:30 P.M. – 9:30 P.M.

Saturday – Upon Request

Sunday – 7:30 A.M. – 3:00 P.M.

You may contact Ed Henderson at 651-7678 or the secretary at 232-5124 if you have any questions.

NOTE: This form MUST be used for all activities that are not on the ANNUAL Church calendar or for which services will be needed from the Hospitality or Media Ministries. Complete this form and give to Church Secretary. All events outside of regular Church hours must be scheduled two weeks in advance by completing this form. Phone requests will not be approved.

Thank you for your cooperation and may God continue to bless you.

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)
<i>A. FUNERAL</i>				
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
<i>B. WEDDINGS (b)</i>				
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
<i>C. OTHER ACTIVITIES (d)</i>				
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).*

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