

# USE OF CHURCH FORM

## NonProfit Fundraising

Civic or community organization established or sanctioned by the city to benefit the community at large.

To Second Baptist Trustees,

Name of Person/Organization requesting facility

Email Address

Telephone Number

Type of Event

Event Date

Number of Guests:

Event Time:

(Begin Time - End Time)

The "Use of Church Form" must be completed two weeks in advance of events and activities (excluding funerals), including events on the Annual Church Calendar and/or for any activity that requires use of the Food Prep Area, Commercial Kitchen (BOL), Media, Hospitality or Beautification Ministry services.

Please contact the Church at (804) 232-5124, or [rentalrequest@2bcsouthside.org](mailto:rentalrequest@2bcsouthside.org), for available event dates and times.

Select all areas needed to accommodate event activities:

<input type="checkbox"/> Sanctuary	
<input type="checkbox"/> Fellowship Hall	
<input type="checkbox"/> Food Prep/Kitchen Area	Available with approval of the Use of Church Form
<input type="checkbox"/> Commercial Kitchen	Trustee Approval required
<input type="checkbox"/> Classroom(s)	Room Number(s) _____
<input type="checkbox"/> Conference Room(s)	Room Number(s) _____
<input type="checkbox"/> Cubicle(s)	Room Number(s) _____
<input type="checkbox"/> Multi-Purpose Room	
<input type="checkbox"/> Fine Arts Room	
<input type="checkbox"/> Parking Lot Event/Activity	

For Fellowship Hall rentals, specify the type & number of tables needed, and the number of chairs per table,

No. of Round Tables: \_\_\_\_\_

No. of Rectangle Tables: \_\_\_\_\_

No. of Chairs: \_\_\_\_\_

No. of Chairs: \_\_\_\_\_

Please provide a diagram of desired table arrangement and specific setup instructions. Second Baptist Church (2BC) will be responsible for setup and breakdown of tables, chairs, stage and pulpit furniture required for event. Specific sound and/or video equipment required should be recorded on the "[2BC Media Event Worksheet](#)" page.

Please select the following as needed:

- Stage
- Media
- Hospitality (Church events only)

Decorations:  Client provides  2BC provides  No decorations needed

If use of Media, Hospitality Services or Hospitality Food Services, Decorations, or the Commercial Kitchen (BOL), is requested, you will be contacted directly by a member of that ministry to finalize your needs.

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If a private vendor will be contracted to provide catering services a **CERTIFICATE OF LIABILITY INSURANCE**, completed for **CERTIFICATE HOLDER** Second Baptist Church - 3300 Broadrock Blvd - Richmond VA 23224, must be completed and submitted at the time final payment is made to Second Baptist Church ( 2BC) for the facility rental.

A NONREFUNDABLE EVENT DEPOSIT OF 25% OF THE TOTAL COST MUST BE PAID BY CASH, CHECK (payable to Second Baptist Church) or CREDIT CARD (**Surcharge of 3% of total costs will be added**), WITHIN 7 DAYS OF RECEIVING APPROVAL. IF THE EVENT DEPOSIT IS NOT RECEIVED WITHIN 7 DAYS OF APPROVAL, THE EVENT DATE IS NO LONGER RESERVED. THE BALANCE OF THE EVENT COST IS DUE 30 DAYS PRIOR TO THE SCHEDULED EVENT. EVENTS SCHEDULED WITHIN 30 DAYS OF THE EVENT MUST BE PAID IN FULL UPON APPROVAL.

**Note that a \$500.00 SECURITY DEPOSIT may also be required which will be refunded within 7 - 14 business days after the event (CONTINGENT UPON SATISFACTORY INSPECTION OF THE FACILITY FOR DAMAGES & REQUIRED CLEANUP).**

To assist with maintaining a safe, healthy, clean environment, the requester is required to ensure all trash is placed in designated containers, that all table tops and counter surfaces utilized will be cleaned, the kitchen floor will be swept-if **area is utilized**, and that miscellaneous items inclusive of food waste, decorations, etc., will be properly disposed of.

**See following UOC hours for Funeral, Repast/Reception and Wedding Events:**

**4 Hours for Funeral and Repast/Reception  
4 Hours for Wedding Rehearsal and Dinner  
4 Hours for Wedding and Reception**

The facility may be accessed 2 hours prior to the event time to decorate and setup. Departure including cleanup is required within 1 hour of the approved event end time.

Additional costs for facility usage beyond the approved time may result in an additional facility fee of \$250.00 for each additional hour or fraction, in addition to hourly fees for Security, Sexton, Kitchen Manager, and Media.

### Comments:

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### 2BC Media Event Worksheet

Name	Contact Phone No.	Event Type	Event Date
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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.**

**For Media questions or support, you may contact:**

Taj Bonner @ [tajbonner@icloud.com](mailto:tajbonner@icloud.com)

or Media @ [media@2bcsouthside.org](mailto:media@2bcsouthside.org)

- Mr Microphone - **available without charge**
- PA System - Includes (2) 12" Speakers on stands (1) channel power amp mixer
- Microphone - Qty\_4 cordless microphone maximum, no wired microphones in Fellowship Hall area
- CD Player
- DVD Player
- Laptop
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Publisher
  - Microsoft Power Point
  - Windows Media Player
  - Microsoft Excel Quick Time
- Projector - The projector includes (1) screen and HDMI, RCA, and VGA Input
- Monitor - 84" TV monitor with HDMI, VGA and composite Inputs
- Podium
- Video Camera - Please check with Media Director for further information
- Drums
- Keyboard w/Stand
- Base Amp

Comments: \_\_\_\_\_

**Please answer all of the following applicable questions**

Do you need an Audio Technician for your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you need a Video Technician for your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will your event have more than 100 people?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you providing all audio that will be played?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are other Technician services needed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**If requesting Technician services include the specific services & the number of hours for each service.**

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(i.e., Video Services - 4 hours, Video Services - Entire Event, Audio - Setup & Breakdown, ....)

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All paper products, eating utensils and supplies will be provided by the requestor (not 2BC). This includes nonchurch related activities sponsored by members. No fundraising for personal gain will be approved or permitted regardless of whether the requestor is a church member or nonmember. The decision to grant permission to use the Church and its facilities by nonmembers, groups or organizations must be approved by the Trustee Ministry. The approval/disapproval will be based on the appropriateness of the activity or function taking place.

(If requesting rental of the facility on behalf of an organization, please include the organization name)

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Requester Name/Organization

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Requester Signature

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Date:

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Phone Number

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Trustee/Representative Signature

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Date:

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Fee