

NonMember

To Second Baptist Trustees,

_____	_____	_____
Name of Person/Organization requesting facility	Type of Event	Event Date
_____	_____	_____
Number of Guest:	Event Time:	

Request to use:

- Sanctuary
- Fellowship Hall
- Classroom(s) or Conference Room(s)

Please specify the type & number of tables needed, and number of chairs per tables, ___# Round ___#Chairs ___# Rectangle ___#Chairs. If you have a diagram of your table arrangement and any specific instructions, please provide. Table, chairs, stage and pulpit furniture will be setup and dismantled for your event. Please specify if sound and/or video equipment is required (**Mr. Microphone can be provided at no charge**).

Food Prep/Kitchen Area:

The Food Prep/Kitchen Area is available upon request by anyone who has completed 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.

Decorations:

- Client provides
- 2BC provides**
- No decorations needed

****For 2BC decorations** contact Beautification Ministry at:

Email _____
Name, Phone _____

Comments:

Please check if the following are needed:

- Stage
- Media
- Hospitality (Repast church events only)
- Food Prep/Kitchen Area
- Commercial Kitchen

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I/We agree that we must all 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. The facility may accessed 2 hours prior to the event time to decorate and setup. Departure including cleanup is required within 1 hour of the event end time. Additional cost will be assessed for hours above agreement time.

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

Signature	Date	Phone Number(s)
<input type="checkbox"/> 2BC Approved	Date	Trustee

A SECURITY DEPOSIT OF \$500.00 AND A NONREFUNDABLE EVENT DEPOSIT OF 25% OF 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 DEPOSITS ARE NOT RECEIVED WITHIN 7 DAYS, THE EVENT DATE IS NO LONGER RESERVED. THE 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. **REFUND OF THE SECURITY DEPOSIT (within 7 business days after the event) IS CONTINGENT UPON SATISFACTORY INSPECTION OF THE FACILITY FOR DAMAGES & REQUIRED EVENT CLEANUP.**

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

Please contact the Church Secretary at (804) 232-5124 for available event dates and times.

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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 support, please Contact:

Name: _____

Email: _____

- 0. hr. Mr. Microphone
- 1. hr. PA System - Includes (2) 12" Speakers on stands (1) channel power amp mixer
- 0. hr. Microphone -QTY: _ 4 cordless microphone maximum, no wired microphones in Fellowship Hall area
- 0. hr. CD Player
- 0. hr. DVD Player
- 1. hr. Laptop
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Publisher
 - Microsoft Power Point
 - Windows Media Player
 - Quick Time
- 2. hr. Projector - The projector includes (1) screen and HDMI, RCA, and VGA Input
- 1. hr. Monitor - 50" TV monitor with HDMI, VGA and composite Inputs
- .25hr. Podium
- .05hr. Video Camera - Please check with Media Director for further information
- .05hr. Drums
- .05hr. Keyboard w/Stand
- .05hr. Base Amp

Comments: _____

Please answer all of the following applicable questions

- Do you need an Audio Technician for your event? Yes No
- Do you need a Video Technician for your event? Yes No
- Will your event have more than 100 people? Yes No
- Are you providing all audio that will be played? Yes No
- How long will you need Technicians? Yes No

Is your event in the:

- Sanctuary
 Fellowship Hall
 Conference Room(s)
 Class Room(s)
 Outdoors
 Room Number(s) _____ Room Number(s) _____

There is a \$55.00 hourly fee for media technicians. Setup and break down is a minimum of 1 hour. Additional services outside the scope of this form will be negotiated by facility manager.

The "Use of Church Form" must be completed two weeks in advance for an activity (excluding funerals). This includes events 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.

USE OF CHURCH FORM

NonMember

(As a General Rule, there is NO EATING/DRINKING except in the Fellowship Hall)

Please review the following additional information for Repast/Reception assistance and Wedding event hours:

The Church Secretary should be contacted if the Hospitality Ministry assistance is needed for Repast/Reception. 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.

The maximum allowable hours for wedding events are:

3 Hours for rehearsal and dinner

4 Hours for wedding and reception

Usage beyond the agreed upon time will require an additional minimum facility fee of \$250.00 for each hour/or fraction thereof, in addition to hourly fees for Security, Sexton, Kitchen Manager, and Media, as applicable.

All paper, 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.

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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Signature of Requestor:

Date:

Phone Number

Approved:

Date:

Fee