

CHURCH RENTAL – REQUEST FOR PROPOSAL



Thank you for expressing an interest in holding your upcoming event at Second Baptist Church (2BC). Please complete and email the completed form to rentalrequest@2bcsouthside.org, and a member of the 2BC Trustee Ministry, or representative, will contact you to assist you with planning, and provide an estimate of the event cost. **Note that a \$500.00 security deposit may be required upon signing a Use of Church (UOC) rental agreement.**

☐ 2BC Member ☐ Nonmember ☐ Non-Profit ☐ Non-Profit Fundraising

Name of Person/Organization	Name of Contact
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Email	Phone Number
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Type of Event (e.g., Wedding & Reception, Meeting)	Event Date
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Event Time (Begin Time – End Time)	Number of Guests
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Room(s) Request	Services Needed	Equipment and/or Software
<input type="checkbox"/> Sanctuary <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Classroom(s) <input type="checkbox"/> Conference Room(s) <input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Fine Arts Room <input type="checkbox"/> Parking Lot Event	<input type="checkbox"/> Stage <input type="checkbox"/> Media <input type="checkbox"/> Hospitality (Repast church event only) <input type="checkbox"/> Food Prep/Kitchen Area <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> 2BC Decorations	<input type="checkbox"/> Mr. Microphone <input type="checkbox"/> PA System <input type="checkbox"/> Microphone <input type="checkbox"/> CD Player <input type="checkbox"/> DVD Player <input type="checkbox"/> Laptop <input type="checkbox"/> Microsoft Software <input type="checkbox"/> Projector or Monitor

List additional services or equipment needs - .