

Member

Member shall mean ACTIVE member of Second Baptist Church, not a friend, relative, or affiliated organization of the member.

To Second Baptist Trustees,

Name of Person/Organization requesting facility Email Address Telephone Number

Type of Event Event Date

Number of Guest: _____ Event Time: _____
(Begin Time - End Time)

Request to use:

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

Please specify the type & number of tables needed, and number of chairs per table, _____ # 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

Member

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 be 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 may be assessed for hours above agreement time.

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

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

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. **A \$500.00 SECURITY DEPOSIT may also be required**, IF DEPOSIT(S) ARE NOT RECEIVED WITHIN 7 DAYS OF APPROVAL, THE EVENT DATE IS NO LONGER RESERVED. THE BALANCE OF THE EVENT COST ARE DUE 30 DAYS PRIOR TO THE SCHEDULED EVENT. EVENTS SCHEDULED WITHIN 30 DAYS OF THE EVENT MUST BE PAID IN FULL UPON APPROVAL. **REFUND OF THE SECURITY DEPOSIT (within 7 business days following 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.

Member

2BC Media Event Worksheet

Name	Contact Phone No.	Event Type	Event Date
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Hello Member,

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:

Taj Bonner @ tajbonner@icloud.com

and Media @ media@2bcsouthside.org

- Mr. Microphone
- 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
- CD Player
- DVD Player
- Laptop
 - Microsoft Word
 - Microsoft Excel
 - Microcrosoft Publisher
 - Microsoft Power Point
 - Windows Media Player
 - Microsoft Excel Quick Time
- Projector - The projector includes (1) screen and HDMI, RCA, and VGA Input
- Monitor - 50" 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 required & the hours for each service.

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

Is your event in the:

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

The hourly fee for media technicians is \$55.00 . Setup and break down is a minimum of 1 hour each. Additional services outside the scope of this form will be negotiated by facility manager. Also, note that information must be submitted to the Media Ministry in MP4 or PowerPoint format.

Member

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.

(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.

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.

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 may 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.

Requester Signature

Date:

Phone Number

Trustee/Representative Signature

Date:

Fee