

Facility & Room Rental Request Form

First Baptist Church, Williamstown, WV

Date of Request: _____

Note: Your date is not set until this form and appropriate fees have been returned, paid, and approved.

Date/Time of Event: _____

Name of Person Making Request: _____

Contact Phone Number(s): _____

Contact Email Address(es): _____

Activity Scheduled: _____

Number of People Attending Event: _____

One-Time Use: _____ Yes _____ No (If no, please be sure to fill out next line.)

Standing Request: Every _____ Until _____

Time Needed In for Decorating and/or Set-Up: _____

Audio Needed: _____ Video Needed: _____

Request Specifics:	<u>Cost/Room/Day:</u>	<u>Member</u>	<u>Non-Member</u>	<u>Totals</u>
_____ Multi-Purpose Room		\$100	\$300	_____
_____ Stage Area		\$50	\$100	_____
_____ Kitchen		\$50	\$100	_____
_____ Traditional Sanctuary		\$100	\$300	_____
_____ The Vine		\$100	\$300	_____
_____ UpStreet		\$100	\$300	_____
_____ Other Room(s): _____		\$50/Room	\$100/Room	_____
_____ Audio		\$50	\$100	_____
_____ Video		\$50	\$100	_____
			Rental Total:	_____
_____ Deposit (Separate Check Please)		\$50	\$50	_____

Please make checks payable to FBCW.

Assigned Sound Technician will be: _____
(To be completed by FBCW Representative)

Assigned Video Technician will be: _____
(To be completed by FBCW Representative)

Conditions of Agreement:

- Renting parties are responsible for set-up and tear-down.
- All areas used must be left in the same condition found. All dishes must be cleaned and put away, all food and trash must be removed, all counters wiped, floors swept and mopped.
- Do not move stage equipment. If you have rented the stage, arrangements will be made to move items.
- Renting parties must reimburse the cost of any damages to property of the church.
- No smoking is permitted on church property.
- No alcoholic beverages are allowed on church property.
- Failure on the above results in renting party's forfeiture of deposit.
- Deposit and fees must be paid at time of reservation.
- At least one week's notice must be given for cancellation of an event. Failure to give one week's prior notice may result in forfeiture of deposit or partial refund.

I/we agree to the Conditions of Agreement and fees associated.

Renting Individual's Signature: _____ Date: _____

Approved by: _____ Date: _____

You will receive a copy of this document once the form is completed, appropriate fees collected, and approval is complete. Please provide a mailing address for your copy.

Name: _____

Address: _____

Cit: _____ State: _____ Zip: _____

Please diagram here, or attach a diagram indicating how you would like the space arrange and how many tables you need.