

FBC CALENDAR AND FACILITY USE REQUEST FORM

(This form should be completed at least two weeks prior to your activity and will be placed on the church's Master Calendar.)

Today's Date: _____ Day(s) / Date(s) of Activity: _____ / _____

(If event involves more than one day, check here _____, and list days involved and dates, above.)

Description of Activity: _____

Start Time of Activity: _____ End Time of Activity: _____

Set Up Time Required: _____ Clean Up Time Required: _____

Need Door(s) OPENED @ _____ Door(s) CLOSED @ _____

Name of Person(s) Responsible: _____

Phone: _____ E-mail: _____

Person Taking the Request: _____

NOTES: _____

NON-MEMBERS, PLEASE READ THE FOLLOWING STATEMENT THEN SIGN:

We agree to abide by the policies of the First Baptist Church, Paris, Texas. When applicable...

We fully understand the cost of the meal, room, technical, and custodial help.

Signature: _____

Address: _____

PLEASE FILL ALL APPLICABLE INFORMATION BELOW

FACILITIES NEEDED: _____ **NONE NEEDED**

____ Choir Room ____ Conference Room (1 or 2) ____ Office Conf. Room

____ Department or Classroom (Room (s) #: _____; _____; _____; _____)

____ FLC (Check area(s) needed: ____ FSR; ____ Gym; ____ Game Rm; ____ Kitchen; ____ Other _____)

____ Fellowship Hall (Check area needed: ____ West end only; ____ East end only; ____ Entire Hall)

Will you Need the Kitchen for a Meal? YES / NO, or Have it Catered? _____

(Please ask about possible meal cost.)

____ Sanctuary ____ Atrium

Set-up Instructions: _____

(NOTE: A custodian will set up tables and chairs during regular working hours. Custodial fees may be charged for non-church members and/or for set up and clean up during non-working hours.)

PLEASE DRAW A DIAGRAM OF YOUR DESIRED ROOM ARRANGEMENT ON THE BACK OR THIS FORM.)

EQUIPMENT NEEDED: (list how many when applicable) _____ **NONE NEEDED**

____ 8' Tables ____ Round Tables ____ Table Cloths ____ Chairs

____ Microphones ____ Special Lighting ____ TV / VCR ____ Cassette / CD Player

____ Video Projector ____ Laptop Computer

VEHICLES NEEDED: _____ **NONE NEEDED**

____ Travel Bus ____ Mini Bus 1 ____ Mini Bus 2 ____ Van(s) How many _____

(Circle preferred: White; # 1 Silver; # 2 Red; # 3; # 4; #5; # 6)

PERSONNEL NEEDED: _____ **NONE NEEDED**

____ Sound/Light Technician ____ Custodian* ____ Hostess/Cook ____ Extra Kitchen Help

*(A custodian is required for most non-business hours and non-member activities)

REQUEST FOR CARE OF PRESCHOOL CHILDREN: Call the Preschool Director for approval of childcare two weeks in advance of your event if care for preschool children (birth - kindergarten) is desired.

The final count must be turned in three days prior to the event. Childcare will not be open on Saturdays except for church-wide events because of the difficulty of preparing the rooms for Sunday.

For Office Use Only:

Maintenance _____ FLC Director _____ Music Minister _____ Media Director _____ Administrator _____
(FLC is reserved) (Sanctuary is reserved) (Audio/Video/Lighting)

Fee Paid: \$ _____ Date: ____/____/____ Cash / Check # _____