



APPLICATION FOR BUILDING SPACE RESERVATION

First Baptist Church

99 N. SALISBURY STREET \* RALEIGH NC 27603
919-832-4485 \* whager@fbcraleigh.org

DATE SPACE NEEDED \_\_\_\_\_

TIME SPACE IS NEEDED (Including set up and clean up) from \_\_\_\_\_(am/pm) to \_\_\_\_\_(am/pm)

PURPOSE OF THE EVENT \_\_\_\_\_

SPACE NEEDED

(Please check choices below or describe your needs if unsure of the space that would best fit your needs.)

checkbox

Fellowship Hall

checkbox

Hiott Classroom (Room 302)

checkbox

Sanctuary

checkbox

Kitchen

checkbox

Preschool Area

checkbox

Lounge w/kitchenette

checkbox

Small Classroom

checkbox

Small Classroom w/ Table & Chairs

checkbox

Parlor

checkbox

Youth Wing

checkbox

Conference Room

checkbox

Wedding (Wedding reservations are only for members of the church or immediate family members. Please consult with the wedding director from FBC to arrange. Space normally includes sanctuary, lobby entrance, bride's room, and groom's room.)

checkbox

Multiple Rooms (Describe needs) \_\_\_\_\_

PARKING

# of people anticipated: \_\_\_\_\_ # of cars anticipated: \_\_\_\_\_

PARKING IS LIMITED. We reserve the right to limit cars that may use our lot.

Person requesting space \_\_\_\_\_

Responsible for group \_\_\_\_\_

Phone Number \_\_\_\_\_

Staff providing key to group (signature) \_\_\_\_\_

Permanent key/One Time Event Key (circle one)

Please note any special set up needs for the area(s) requested. Fees are based on the spaced needed. A cost will be sent to you upon receipt of the reservation request.

## USE OF THE BUILDING

### FACILITIES FEE SCHEDULE

All use of the FBC facilities will be in keeping with the overall mission of the church. The church reserves the right to refuse use of the building for any group or event that may cause harm to the church's mission, her fellowship, or her integrity.

The Mission or Purpose of the church is stated in the church constitution as follows:

*This church is a fellowship of Christians whose purpose is to worship God as revealed in Jesus Christ, study the Word of God as revealed in the Scriptures, and share the Gospel of Jesus Christ with all people.*

1. The basic cost for the use of a single portion of the church facilities by outside groups is \$100. The cost will be increased for uses that require extensive use of the facilities or make extra demands on the custodial staff. The fee schedule for the most used areas is shown below.
  - a. Fellowship Hall                      \$100 per use/per day
  - b. Rooms 301-302                      \$100 per use/per day
  - c. Sanctuary                              \$100 per use/per day
2. Such use will require limited custodial staff demands which can be accomplished within the normal schedule of the custodians.
3. A custodial charge will be added for any activity which requires the presence of the custodial staff outside of regularly scheduled hours. That charge will cover the presence of the staff during the event and extra set up, knock down, and cleaning. These charges will be determined at the time of reservation.
4. The church is available for weddings only for members or persons in the immediate family of members. There is no facilities fee for weddings. However, a custodial fee is payable to the custodian who provides services for the wedding party.
5. The church reserves the right to waive or reduce the fees for events which enhance the church's ministry.