

**First Baptist Church of Rosenberg
Facility Use Application – Non-Wedding Events**

Name		
Church Affiliation	<input type="checkbox"/> Member	<input type="checkbox"/> Non-Member
	<input type="checkbox"/> Immediate Family of FBC Member	Name of church member:
User Address		
E-mail Address		
Home Phone #		
Work Phone #		
Cell Phone #		

Date Requested		
Description of Event		
Expected Attendance		
<i>If any food is being served, then kitchen must be requested.</i>		
Facilities Requested	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Kitchen
Other Facility Area - Explain		
FBC Rosenberg Requested Host/Hostess	<i>Note - A host/hostess will be assigned to all events after approved and calendared. Please only list a name if you have already discussed the event with the host/hostess and they have agreed to accept responsibility.</i>	

Facility Use Details

If times are not known at this time, please indicate "TBD" (To Be Determined) and be prepared to discuss with the FBC host/hostess.

	Date	Arrival Time	Event Start Time	Event End Time	All Departed Time
Event					
Decorating Times*					

**The earliest time available to decorate for weekend events is 10:00 am Friday. The user and all guests should be out of the building by 10:00 pm any evening.*

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Reception / Dinner – Fellowship Hall – Kitchen

Fellowship Hall Reception	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Reception Type	<input type="checkbox"/> Cake/Punch <input type="checkbox"/> Buffet <input type="checkbox"/> Dinner		
Fellowship Hall Set-up Info	<input type="checkbox"/> Round Tables (10 max) – Number Needed _____ <input type="checkbox"/> Long Tables – Number Needed _____ <input type="checkbox"/> Chairs – Number Needed _____		
Cooking?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dishes / Dishwasher	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments			
<i>Please be prepared to discuss the set-up request with your event host.</i>			

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An application fee of **\$100.00** payable to First Baptist Church of Rosenberg is required with this completed and signed application. The completed form and payment should be submitted to the church office staff during normal weekday office hours (Monday thru Friday, 8:30-12:00 or 1:00-5:00).

- ❖ If event is cancelled prior to 90 days before the scheduled date of the event, the application fee will be refunded.
- ❖ If cancelled within 90 days of the event, the application fee will be retained by the church.
- ❖ After the event, the application fee and security deposit will be refunded, less charges for any damages to the facility and/or schedule over-run payments for staffing.

User Acknowledgement –

I have read the Facility Use Policy and understand and accept my responsibilities and obligations as stated in the policy. I further understand that my application must be reviewed and approved by the trustees of First Baptist Church of Rosenberg prior to being calendared. Availability of dates is on a first come/first available basis. Should the event not be approved or should the requested date not be available, my application fee will be returned in full.

Requestor Signature	Date

First Baptist Church of Rosenberg – Minister & Trustee Review

FBC Rosenberg Minister Approval Signature (Required)	Response	Date
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Trustee Signature (Three Required)	Response	Date
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	