

**Room Rental Reservation Form  
Fellowship Hall Area/ Coffee Bar  
First Baptist Church**

(Money is due three days prior to scheduled event)

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time Requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Person/Organization Responsible for reservation: \_\_\_\_\_

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

Number of people expected in attendance \_\_\_\_\_

Signature agreeing to policies and fees below \_\_\_\_\_

Office use Only Fee \_\_\_\_\_ Staff \_\_\_\_\_

---

**POLICIES**  
**(Please keep for your information)**

The FBC programs and ministries have precedence over any and all reservation Requests are on a first-come first-serve basis.

Cost for rental is \$25 for church members, \$40 for non-members and is to be paid at the time of reservation (Refunds will be made up to 7 days prior to event.) (If money is not received three days prior to party we will assume party is cancelled. Fee includes usage of area as discussed.

Reservation time is 3 hours in length (includes arrival, set up and clean up)

Usage needed: includes use of room, bathroom, and prep kitchen.

Decorations can only be on the tables. Nothing attached to the walls or ceiling. (Room must remain set-up, no rearranging)

Food and drinks are allowed in designated areas only.

Parties are permitted on certain days and times, subject to availability

Party Date: \_\_\_\_\_ Party Time: \_\_\_\_\_