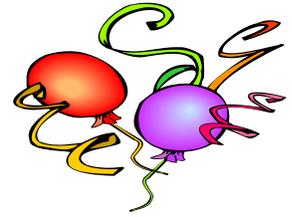


BIRTHDAY REQUEST FORM
First Baptist Church
Recreational Outreach Facility
(Money is due seven days prior to party)



Name _____ Date of Party _____

Address _____ Phone Number _____

Time Request for party: 10:00 - 12 Noon 11:00 - 1:00 pm 12 Noon - 2:00 - pm
(Please circle one time preference)
(January - March 5:00 - 7:00 pm only)

Number of Kids _____ Number of Adults _____

Signature agreeing to policies and fees below _____

Office use only Fee _____ Staff _____

1. The ROC Programs and ministries have precedence over birthday parties.
2. Birthday requests are on a first-come first-service basis
3. Cost for ROC rental is \$25 for FBC 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 seven (7) days prior to party we will assume party is cancelled.
4. Fee Includes
 - A. 15 minutes of "set-up" time for food and preparation and decoration.
Decorations can only be on the tables. Nothing attached to the walls or ceiling will be permitted. Room must remain set-up, no rearranging.
 - B. 45 minutes use of recreation facilities (gym floor, wally ball, game room)
 - C. 45 minutes in birthday room. (All food, drinks, and gift opening must be done in this room.
 - D. 15 minutes "clean-up" time.
5. Party time is 2 hours in length (arrival, recreation, birthday room and departure) Time may be extended from 1 to 3 hours for an additional \$30 per hour.
6. Food and drinks are allowed in specific area only.
7. There must be a 1/5 ration of adults to children (1 adult to every 5 children)
8. Birthday parties are permitted on certain days and times, subject to availability.



Party date: _____ Party time: _____