

FOR OFFICE USE ONLY:

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ROOM RESERVATION/REQUEST FORM

Name of Group: _____

Event Date: _____ Event Time: _____

Room(s) requested from: _____ am/pm to _____ am/pm *(include setup/cleanup time)*

Size of room needed/Room Requested: _____

Description of Event: _____

Number of people planning to attend the event: _____

Leader's/Contact Person's Name: _____

Phone: _____

E-mail: _____

Address: _____

I/we have read and agree to comply with all the room reservation guidelines and regulations of FBCC.

Signed,

Event Leader/Contact Person: _____

Date: _____

I. Scheduling an Event/Requesting a Room

- a. All church group meetings will take priority over outside groups. We reserve the right to change or cancel a reservation due to the ministry and/or needs of First Baptist Church of Chalkville.
- b. Request/Reservations are on a "first-come, first served" basis. However, all room (and event) request and/or reservations with church members present or participating will take priority over request that do not have church members participating.
- c. A reservation request should be submitted at least two weeks in advance, but may be approved if submitted later.
- d. All groups desiring to meet must have meetings on the calendar in the church office. Groups may not meet at their discretion.
- e. All requests for facility use which do not conform to the basic beliefs and teaching of FBCC will be denied.
- f. Calls are welcome to see if space is available. **Rooms can not be reserved by phone and no space will be reserved until all paperwork and appropriate deposit (if applicable) has been received and approved.**
- g. Events may be scheduled at any time of the week except on Wednesdays after 3:00 PM, Saturdays after 5:00 PM and Sundays. *(Rooms may be reserved on Sunday from 2:00 PM to 4:00 PM for afternoon events, i.e. wedding teas or baby showers, if they do not conflict with the church's calendar or scheduled ministry opportunities.)*
- h. All events shall conclude by 5:00 pm on Saturday evening.
- i. **Cancellations** should be directed to the church office via telephone (205) 854-1472, e-mail at fbccchalk@bellsouth.net, or fax (205) 856-3465 as soon as possible.

II. General Guidelines

- a. The group leader and/or contact person takes full responsibility for communicating all guidelines to the participants and implementing all rules.
- b. Groups that are being provided a meeting place for an event must abide by the standards set forth by these rules and regulations in order to take care of the church facility. Groups not abiding by the regulations will be asked to make other meeting arrangements.
- c. No groups will be scheduled to meet during church worship times and especially during special worship services, i.e. Maundy Thursday and Hanging of the Green service. Groups will be granted a two day notice if their meeting time will conflict with a special event so that the group can make other arrangements. **Note:** In the event of a funeral, the group may not receive any notice that their meeting time and place has been cancelled.
- d. Any damage to church property incurred while the group is meeting will require compensation from the group responsible. This will include any plumbing problems or damage to carpeting. Any damage should be reported to the church office personnel as soon as possible.
- e. The Fellowship Hall is designated as the only food area.
- f. The restrooms need to be checked by the adult in charge before leaving the building.
- g. All trash **must be** put in the proper receptacles. Failure to do this will result in a **fee** charged to the participating group. *(minimum fee is \$20)*
- h. Any spills **must be** wiped up immediately and reported in writing to the office if spill is noticeable.

- i. When the kitchen facilities are utilized for any reason, the church hostess should be contacted no later than two weeks before the scheduled event.
- j. If the kitchen is to be used, all utensils **must be** washed and put away. Counters should be wiped. Failure to leave a clean kitchen will result in a **cleaning fee** which will be charged to the participating group.
- k. Groups must vacate the reserved facilities by the hour indicated on the Room Reservation Form. The reserved room **MUST** be vacated by closing time. Groups are **STRONGLY DISCOURAGED** from requesting the use of the church facilities outside of the church's normal open hours (Mon-Thurs 8:30 am — 5:00pm). On very rare occasions, when use of the facilities is granted outside of the normal open hours, a fee of \$10 per hour for each extra hour or portion thereof must be paid to the church at least 4 working days **IN ADVANCE** of the planned event so that an official church representative can be paid for the extra hour(s). Under no circumstances can the use of the building extend later than 10 PM.

WARNING: *Groups requesting the use of the church facilities outside the normal open hours should realize that their use of the building is contingent upon the room scheduler's ability to find an official church representative willing to be present at the church during the extra hours. If such arrangements cannot be made, the reservation will be cancelled. Therefore, it is NOT RECOMMENDED that groups request the use of the church facilities outside the normal open hours of Monday through Thursday. 8:30 a.m. to 5:00 p.m.*

NOTE: The church office is closed on Friday. Therefore, all correspondence will need to be completed before Thursday afternoon.

- l. The exterior doors should not be propped open at any time, except while materials are being loaded and unloaded.

III. Conduct

- a. There will be no running in the halls or excessive noise.
- b. Dancing of any form or genre is prohibited in or on the church property.
- c. There will be **NO SMOKING** allowed in the church facility.
- d. There will be **NO ALCOHOL or ILLEGAL DRUGS** consumed on the church property.
- e. There will be **NO USE OF VULGAR OR IRREVERENT LANGUAGE** on the church property.
- f. When children are participants or are with adults who are participants, the adult in charge assumes responsibility for seeing that there is a responsible adult supervising the children wherever they may be in the building, i.e. restrooms, hallways, outside the building.
- g. When children are participants, an adult should arrive early to greet the children and not leave until all the children have left the property. At least two adults should be on the property when children are involved. It is recommended that there is one adult for every six children.