

# First Baptist Church of Sapulpa, OK

## Calendar Request Form for Events, Facilities, Vehicles, Equipment

Name of Event: \_\_\_\_\_ Event Date \_\_\_\_\_  
Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_  
Set-up Time (Time needed for access for set-up, decorations, preparation, pick-up, etc.): \_\_\_\_\_  
Clean-up Time (Time people will be gone, clean-up complete, resources returned, etc.): \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone# \_\_\_\_\_ Email: \_\_\_\_\_  
Event Details: \_\_\_\_\_  
\_\_\_\_\_

### Facilities requested See reverse for Fee Structure

What room(s) are needed: \_\_\_\_\_  
Location of Event (if not at FBC): \_\_\_\_\_

### Resources requested : Tables (round, rectangular, 6', 8', pod tables) and chairs

(Seating for how many? FBC Ministries need to attach a room setup diagram)

\_\_\_\_\_  
\_\_\_\_\_

### Audio/Video/Visual Resources (DVD player, TV, Whiteboard, Microphone)

Additional charges may apply. Availability may be limited. List items requested and their intended use.

\_\_\_\_\_

Sound System Operator: \_\_\_\_\_  
Video Projection Operator: \_\_\_\_\_  
Video Camera Operator: \_\_\_\_\_

### Food/Beverage Resources (Water, Tea, Coffee, Ice, Tablecloths, etc.) Additional charges may apply.

\_\_\_\_\_

### Childcare Resources (ADDITIONAL Childcare request form must be attached)

Needed: \_\_\_\_\_ Start / End time: \_\_\_\_\_

**Vehicles** Bus \_\_\_\_\_ New Chevy Van \_\_\_\_\_ Old Chevy Van \_\_\_\_\_ Ford Van \_\_\_\_\_ Trailer \_\_\_\_\_  
Name(s) of Driver(s) \_\_\_\_\_

### Promotion requested in Church publications? \_\_\_\_\_ (If yes, ADDITIONAL Media Request form must be attached)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Staff member or individual adhering to church policies*

Executive Pastor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Office Use Only

Date form submitted: \_\_\_\_\_ Date form approved: \_\_\_\_\_ Approved by: \_\_\_\_\_ Cost \$ \_\_\_\_\_

#### Amendments to original form

Date	Staff Approval	Change(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____

## FEE STRUCTURE FOR WEDDINGS

Active and Non-active member refers to Bride and Groom

<b>General Usage Fee (Utilities &amp; Supplies)</b>		<u>Active - Member</u>	<u>Non-Active - Member</u>
		\$50.00	\$100.00
<b><u>Building usage fees for wedding for each location:</u></b>			
Worship Center	Wedding (75.00) + Rehearsal (75.00)	\$150.00	\$300.00
Chapel	Wedding (25.00) + Rehearsal (25.00)	\$50.00	\$100.00
<b><u>Reception fees:</u></b>			
Parlor		\$50.00	\$100.00
Fellowship Hall Reception (Small, partial room)		\$100.00	\$200.00
Fellowship Hall Reception ( Large, full room)		\$150.00	\$300.00
<b><u>Personnel &amp; Technology Fees (Rehearsal &amp; Wedding):</u></b>			
Sound Operator		\$100.00	\$100.00
Video Projection Operator		\$100.00	\$100.00
Specialty Lighting Operator		\$100.00	\$100.00
Video Recording Operators		\$300.00	\$300.00
First Baptist Musicians		\$125.00 per person	\$125.00 per person
<b><u>Additional fees:</u></b>			
Middle Aisle in Worship Center		\$50.00	\$100.00
Extended Usage Fees		\$50.00	\$100.00
(0-6 hours is standard bldg use, from open to close)			
Over 6 hours, less than 7 hours		\$25.00	\$50.00
Over 7 hours, less than 8 hours		\$25.00	\$50.00
<b><u>Each</u></b> hour over 8 hours		\$50.00	\$100.00
Saturday Extended Usage Fees (each hour over 3 hours)		\$25.00	\$50.00
Special Request Fees (based on request)		_____	

## **FEE STRUCTURE FOR PRIVATE USE**

(tables and chairs placed in room but no set-up)

<b><u>Building usage fees for each location:</u></b>	<b><u>Active Member Mon - Thur</u></b>	<b><u>Non-Active Member Mon - Thur</u></b>
Parlor + Kitchen or Chapel + Kitchen	\$35.00	\$75.00
Snack Bar + Gym	\$25.00	\$60.00
Fellowship Hall + Kitchen	\$75.00	\$150.00
Worship Center	\$75.00	\$150.00
Kitchen (heavy use)	\$75.00	\$150.00

**Friday / Saturday** - building usage fees double for active member and non active member