



Event / Building Use Request (Please fill out completely)

Name of event: _____

Date of event: _____

Start Time of event: _____ End time of the event: _____

Time that access to facility is needed: _____ Time Vacated: _____

Brief description of the event: _____

Name of organization: _____

Contact name: _____

Daytime phone: _____ Evening Phone: _____

Email address: _____

Mailing address: _____

Member of Tucker Baptist: Yes No If no, how did you hear about First Baptist Church of Tucker _____

Facility requested:

Main Building

Room Requested _____ Sanctuary

Main Street Building

Fellowship Hall

Kitchen

Gym

Other / Special Request: _____

Church Grounds: Specific area: _____

Special Requests: (All Set ups and clean ups are the responsibility of the group renting the facility. Facility is to be left as it was found.)

Heating / Cooling: _____

Chairs: _____ Tables: _____

Media / Sound Equipment: _____

Other (provide details): _____



Rental Fees for Use of Facilities

Rental fees and security deposits for church facilities will be quoted upon receipt of request.

Confirmation

I have read and agree to the attached First Baptist Church of Tucker Event / Building Use Policies.

Signature

Date

(If signing electronically, please print your name and date the form)

Completed forms may be submitted to the church office, via fax to the number shown below, or via email to lalexander@fbctucker.org or pwoodson@fbctucker.org **All requests must be submitted via event/building use request form.**

First Baptist Church of Tucker
Attn: Event Scheduling
5073 Lavista Road
Tucker, GA 30084
Telephone: 770-938-1688
Fax: 770-938-1637
Email: lalexander@fbctucker.org

The event will be placed on the official church calendar once approved. All fees and deposits are due upon approval. All checks should be made payable to First Baptist Church of Tucker.

Office Use Only

Event/Building Use Request Approved _____ (Date)

Approved by _____

Rental Fee _____ Security Deposit _____

Comments/Considerations:



Event/Building Use Policy

1. Any group/individual wishing to use a church facility must submit an event/building use request form to the First Baptist Church of Tucker Event Scheduler. Requests for use of church facilities may be made at any time within the six (6) month time period prior to the event, but preferably more than fourteen (14) days prior to the event. Any requests for dates more than six (6) months in advance should be advised that approval may not be immediate.
2. All forms are available in the church office and on the church website. Completed forms may be submitted to the Event Scheduler in the church office, via fax to 770-938-1637 or via email to lalexander@fbctucker.org or pwoodson@fbctucker.org **All requests must be submitted via event/building use request form.**
3. Use of the kitchen area **MUST** include the services of a First Baptist Church of Tucker kitchen representative to be on site during the event. Fees for this service will be quoted upon receipt of request.
4. The group/individual using the facility is expected to perform any set up and clean up (i.e. chairs, tables, podiums, etc.) and return the area to its normal condition. Additional charges will be assessed for set up/clean up required by the church staff.
5. Thermostats should be returned to the settings found upon arrival, and all lights should be turned off.
6. Access to locking of the facility will be per instructions by the event scheduler. The Security Deposit may be forfeited if building is not accessed or locked according to instructions.
7. All trash should be removed from the building after any event and placed in the dumpster. Liquids should not be emptied into the trash cans. New liners should be put in all trash containers.