



**Event / Building Use Request (Please fill out completely)**

*Requests should be submitted at least two weeks before your event*

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: \_\_\_\_\_

How many people are involved in this 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 \_\_\_\_\_

***NOTE: ALL events require a \$100.00 refundable deposit which will be returned once the building is checked for cleaning, security, and damages after event and found in order.***

***Facility requested:***

*Main Building*

- Lavista Fellowship Hall  Chapel  
 Room Requested \_\_\_\_\_  Sanctuary

*Main Street Building*

- Fellowship Hall  
 Kitchen (ONLY ice machine and limited utensils/pots and pans are available with no Kitchen Personnel on site...please see #3 under event/building use policy below)  
 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: (Additional fees will be required)

\_\_\_\_\_  
 Other (provide details): \_\_\_\_\_

## **Rental Fees for Use of Facilities**

Rental fees and security deposits for church facilities will be quoted upon receipt of request ***(ALL events require a \$100.00 refundable deposit, at the time of booking, which will be returned once the building is found in order, checked for cleaning, security, and damages after an event. One day rental fees are due, in full, before an access code is given)***

## **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 [kwilliams@fbctucker.org](mailto:kwilliams@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: [kwilliams@fbctucker.org](mailto:kwilliams@fbctucker.org)

The event will be placed on the official church calendar once approved (You will be notified about approval as soon as possible. Please allow at least 2 weeks.) Please also note that our offices are closed on Fridays.) All fees and deposits are due upon approval. Fees can be paid in person at our office or online via [www.fbctucker.org](http://www.fbctucker.org) using the “Donate” button. All checks should be made payable to First Baptist Church of Tucker.

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**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 [kwilliams@fbctucker.org](mailto:kwilliams@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.