

Today's Date: \_\_\_\_\_

Recurring \_\_\_\_\_

### FBC/WCA Room Reservation Form

Event \_\_\_\_\_ Event Date \_\_\_\_\_

Group \_\_\_\_\_ Approx. # of people \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail (required for event confirmation) \_\_\_\_\_

Setup Time \_\_\_\_\_ Event Starts \_\_\_\_\_ Event Ends \_\_\_\_\_

#### Rooms, Areas and/or Equipment Needed:

\*Sanctuary/Gym \_\_\_\_\_ Baptistery \_\_\_\_\_ Kitchen \_\_\_\_\_ Ball Field \_\_\_\_\_ Church Plaza \_\_\_\_\_  
Playground/Picnic Area/BBQ \_\_\_\_\_ Grassy Area (next to Ball Field) \_\_\_\_\_ Veranda \_\_\_\_\_ Parking Lots \_\_\_\_\_

#### FBC/WCA USE ONLY:

#### OUTSIDE GROUP USE:

___ Rm. 109/WCA Conf.Rm	___ Rm. 204/Library	___ Rm. 211	___ Rm. 126
___ Rm. 118/FBC Conf. Rm	___ Rm. 207	___ Rm. 215/ALC*	
___ Rm. 126	___ Rm. 208	___ Rm. 216	
___ Rm. 128**	___ Rm. 209	___ WCAP Nursery	___ Rm. 135**

\*Not available to outside groups

\*\*Room not available: 1st & 3<sup>rd</sup> Monday - PM; Every Tuesday – AM; Every Wednesday – PM

#### Equipment Needs:

Chairs (#) \_\_\_\_\_ 6-Foot Tables (seats 6)(#) \_\_\_\_\_ Round Tables (seats 8) \_\_\_\_\_ TV/VCR \_\_\_\_\_

Other Comments \_\_\_\_\_

Sound Tech \_\_\_\_\_

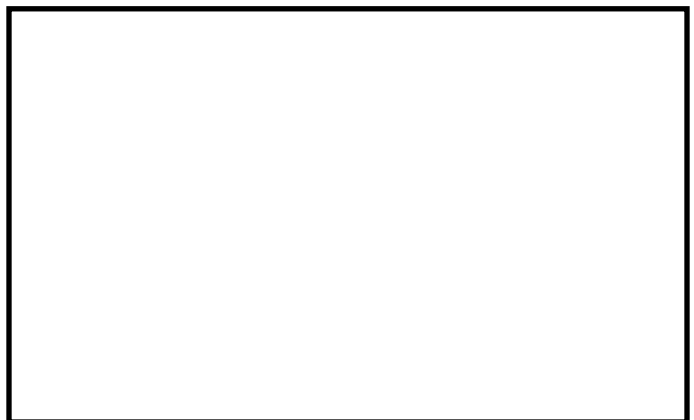
#### \*Media Needs (for Sanctuary):

Sound System \_\_\_\_\_ Microphones \_\_\_\_\_ Piano \_\_\_\_\_ Computer/DVD/PowerPoint \_\_\_\_\_ Use of Stage \_\_\_\_\_

#### Kitchen Note\*:

Kitchen may not be used unless reserved. It must be cleaned up. There are directions posted in the Kitchen. All leftover food must be taken with you. **A \$50.00 deposit will be required to use our facility. Deposit will NOT be refunded if responsibilities are not carried out.**

#### Room Set-up Diagram – Academy use Only



#### Responsibilities for room/outside use:

If this event is not an “all church” function, it will be the responsibility of the group requesting the event to set up and clean up. This includes setting up tables, vacuuming, emptying trashcans and resetting up the room as needed. If outside, you must pick up all trash and clean up the area. **A \$50.00 deposit will be required to use our facility. Deposit will NOT be refunded if responsibilities are not carried out.**

*I have read and agree to the above responsibilities for facility usage*

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

C:\Documents and Settings\Office2\My Documents\Facilities Room Reservations.doc

#### Office Use Only

Date Entered: \_\_\_\_\_ By: \_\_\_\_\_

Cc: Daren \_\_\_\_\_ FBC \_\_\_\_\_ WCA \_\_\_\_\_

Deposit Rec'd: \_\_\_\_\_ Deposit Retr'n'd: \_\_\_\_\_