

# FACILITY REQUEST FORM

## KEMPSVILLE

*Baptist Church*

Please List One Event Per Form

Application Date: \_\_\_\_\_

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

If this is a Revision Original Event Date: \_\_\_\_\_

Name: \_\_\_\_\_

Home #: \_\_\_\_\_ Other: \_\_\_\_\_

Email Address: \_\_\_\_\_ # Attending \_\_\_\_\_

Event Title: \_\_\_\_\_ Group: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Time: In \_\_\_\_\_ Out \_\_\_\_\_ Early Access: In \_\_\_\_\_ Out \_\_\_\_\_  
Sun M Tu W Th F Sat                      Sun M Tu W Th F Sat

**Event Details / Setup**

  
  
  
  
  
  
  
  
  
  

**Fee Schedule for Facility Rental**

Family Life Center ..... \$350  
 Sanctuary.....\$175  
 Pleasant Hall Chapel..... \$175  
 Large Conference Room.....\$150  
 Other.....\$75  
 Media Technician ..... \$45  
 Deposit (refundable) ..... \$200  
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**All fees are based on 2 hours. An additional fee of \$50 per hour with a maximum of four hours may apply.**

**\*If sound or media equipment is needed, Media Technician Fee applies.**

**Deposits and half of fees due with request. Balance of fees are due 5 days prior to event.**  
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**PAYABLE TO:**  
**Kempsville Baptist Church**

- Facilities Requested**
- Sanctuary
  - Family Life Center
  - Lg. Conference Center
  - Sm. Conference
  - A Wing Room # \_\_\_\_\_
  - B Wing Room # \_\_\_\_\_
  - Lg. Youth Room \_\_\_\_\_
  - Sm. Youth Room \_\_\_\_\_
  - Choir Suite
  - Pleasant Hall

- ITEMS NEEDED**
- Tables (Round): # \_\_\_\_\_
  - Tables (Rectangle): # \_\_\_\_\_
  - Chairs: # \_\_\_\_\_
  - Staging (Risers): # \_\_\_\_\_
  - Backdrop
  - Podium
  - Kneeling Bench
  - Unity Candle
  - Candelabra: # \_\_\_\_\_
  - TV/VCR/DVD # \_\_\_\_\_
  - Sound / Media Equipment\*
  - Other Technical Equipment (List) \_\_\_\_\_

- REQUIRES ADDITIONAL FORM**
- Food Services
  - Messenger
  - Bulletin

**FOR OFFICE USE ONLY**

Deposit (refundable) \$ \_\_\_\_\_  
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**Building Fees**

Family Life Center \$ \_\_\_\_\_  
 Sanctuary \$ \_\_\_\_\_  
 PH Chapel \$ \_\_\_\_\_  
 Large Conference Rm. \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
 Media Technician \$ \_\_\_\_\_  
 .....

Amt. Pd. \$ \_\_\_\_\_  
 Balance \$ \_\_\_\_\_  
 .....

Due Date \_\_\_\_\_

**Private Functions:** (Ex: Birthday Parties, Anniversaries, Wedding Showers, Bridal Showers, and any non-church group meeting or event)

1. No Private Function will be approved without a minimum of a two week notice.
2. ALL Deposits and Fees are due in the Finance Office prior to the date of the event.
3. If fees are not received by Finance Office, event will be remove from the calendar.
4. No Function will be approved during the following times: *Sundays 9 am-11:40 am, 6:15 pm-7:30 pm, Mondays from 6:30 pm 8:30 pm Wednesdays 6:45 pm-7:45 pm.*
5. *User* understands all Private Functions must conclude no later than 8:00 pm on Saturdays and 9:00 pm Tuesday thru Friday.
6. Damages above deposit amount is the responsibility of *User*.

**Churchwide Ministry Related Functions:**

1. No social function will be permitted in the Main Church Building on Sundays; however, Pleasant Hall is available for these types of functions.
2. No Function will be approved during the following hour: *Sundays 9 am-11:40 am, 6:15 pm-7:30 pm, Mondays from 6:30 pm 8:30 pm Wednesdays 6:45 pm-7:45 pm.*
3. All events must conclude by 10 pm Tuesday thru Friday and 9 pm on Saturdays.
4. Meetings in the Main Church Building on Sundays may occur with prior approval from the Director of Family Life Ministries.

**All Functions:**

1. *User* agrees to leave the facilities in a clean and orderly condition upon the conclusion of activities, and to report damages or problems to the church office. This includes, but is not limited to:
  - a. Prompt cleanup of all spills.
  - b. Washing and drying any kitchen items used.
  - c. Returning any decorations that have been moved to their original location.
2. *User* understands that there is no storage space in the facility for user materials and equipment, including food items and refrigerator storage, unless specific arrangements have been made with the church. Such items must be removed at the conclusion of the function.
3. *User* agrees to provide appropriate supervision and task direction to minors in its group regarding the proper use of church facilities outlined above.
4. *User* understands that if form is not complete when submitted, function will not be approved.
5. *User* understands that any form not turned in at least two weeks prior to the event will not be approved.

I acknowledge and agree to the Facility Use Policy outlined above.

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

Printed Name: \_\_\_\_\_

Title of organization: \_\_\_\_\_

**Kempsville Baptist Church Written Release Form for use of Facilities**

\_\_\_\_\_, here in after referred to as *user*, acknowledges receipt of and agrees to the Facility Use Policy. User agrees to be responsible for the proper care of Kempsville Baptist Church facilities, and agrees to pay any damages caused by, or as a result of its use of the facilities.