

First Baptist Church in Ithaca – Building Use Request

Requestor's Name (Group or Individual): _____

Event: _____

Please Check One: Single Date Multiple Dates Long-Term Rental

Event Date(s): _____

Event Time(s): Start (including set-up): _____ End: _____

Room(s) Requested:

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Classroom | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Sound System* | <input type="checkbox"/> Evans Room | <input type="checkbox"/> Community Room |
| <input type="checkbox"/> Chapel | <input type="checkbox"/> Library | <input type="checkbox"/> Kitchen |

Contact Person: _____

Phone: _____ **Email:** _____

Anyone in your group a member of FBC? No _____ If yes, who? _____

Fees for up to four (4) hours of continuous use (weddings excepted); additional hours will be prorated. Fees are due upon confirmation of the reservation.

Sanctuary: \$100 + \$50 if sound system used*	Nursery: \$25
Chapel: \$35	Community Room: \$60 + \$15 if food served
Library/Classroom/Evans Room: \$35	Kitchen: \$50

Wedding: Includes 12 hours of non-continuous use to include rehearsal and ceremony and allows use of all areas noted above. \$300

* Optional Services: The sanctuary sound system may be rented for \$50; a sound system operator may be hired for \$25/hour. Use of the sound system requires separate approval.

Deposit: A refundable deposit of \$100 deposit is required to reserve the space and receive a south door key. Deposit will be refunded upon return of the key and finding no damages upon inspection of the building following the event.

Cancellation: Fees will be refunded in full, less a \$25 administrative fee, if notice of cancellation is received at least 14 days prior to the date of the event. Cancellations received less than 14 days before the event will be refunded at 50% of the total reservation fee.

Reduced or Waived Fees: In certain circumstances, a request for reduced or waived fees is granted. This requires completion of a separate form, which the FBC Office Manager can provide.

Renter acknowledges receipt of a copy of FBC's Building Use Policy and Kitchen Use Procedures (if renting kitchen) and hereby agrees to comply fully with these policies and procedures.

Signed by: _____ Date: _____
Type Name or Sign Above

Office Use Only

Request Approved: _____ **Date:** _____

Total Fees Received: _____ **Deposit Received:** _____ **Deposit Refunded:** _____