

FRIENDSHIP BAPTIST CHURCH
External Rental Worksheet

This worksheet is to be used by the Trustee Board to collect information from the Renter about a potential event that is not sponsored by the Church. A member of the Facility Use Committee and Events Coordinating Committee will meet with the Renter to discuss the event details and arrangements. Once approved by the Church and accepted by the Renter, a *Facility Contract Agreement* will be used to formalize the rental and collect payment. **Complete one form for each date/event.**

Renter's First and Last Name			Current Church Member Yes <input type="checkbox"/> No <input type="checkbox"/>	
Street Address		City		State
Home Area Code/Telephone	Office/Cell Area Code Telephone	Email Address		
Rental Event (Check all that apply) <input type="checkbox"/> Funeral <input type="checkbox"/> Wedding <input type="checkbox"/> Reception <input type="checkbox"/> Repast/Banquet <input type="checkbox"/> Open House <input type="checkbox"/> Family Reunion <input type="checkbox"/> Bridal/Baby Shower <input type="checkbox"/> Meeting <input type="checkbox"/> Other: _____				
Requested Date(s)	Beginning Time	Ending Time (must end by 11:00 PM)	Expected Attendance Number	
Room(s) Requested (Check all that apply) <input type="checkbox"/> Sanctuary <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Conference Room <input type="checkbox"/> Choir Room <input type="checkbox"/> Classroom No. _____ <input type="checkbox"/> Other _____ <p align="center">Note: Maximum Capacity: Fellowship Hall-350, Choir Room-50, Classroom-25, Conference Room-18</p>				
Audio/Visual Staff for Fellowship Hall (If Requested): <input type="checkbox"/>				
Additional Notes				
Total Rental Costs \$ _____				
Trustee Board Use Only:				
Trustee Signature _____			Date _____	

Rental Fee Schedule

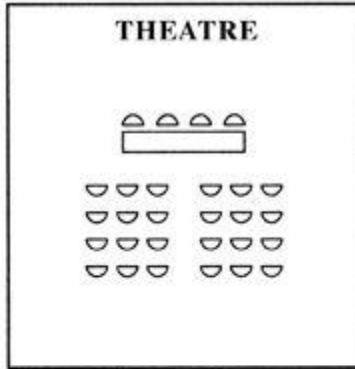
Room(s)	Members	Non-Members and External Organizations
Sanctuary with AV Staff and Choir Room (1-4 Hours)	\$400	\$800
Fellowship Hall, Kitchen, and Lounge (1-4 Hours)	\$300	\$900
Sanctuary with AV Staff, Fellowship Hall, and Contiguous Rooms (1-4 Hours)	\$500	\$1000
AV Staff in Fellowship Hall (1 hour)	\$20	\$20
Choir Room, Conference Room, or Lounge (1 Hour)	\$70	\$100
Classroom (1 Hour)	\$25	\$50
Fellowship Hall-Table/Chairs Setup for 55 (Extra in increments of 20)	\$25	\$25
South (Large) Parking Lot-Snow removal and salting will be based on the Church's annual contracted cost.		

**Snow Removal Fee is based on the Church's annual contracted cost.

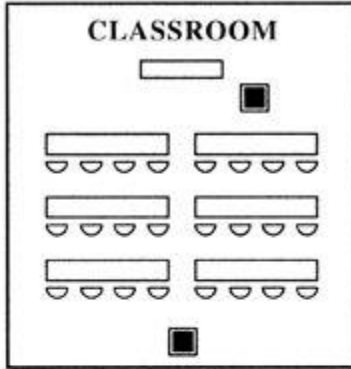
Fellowship Hall Room Setup

Note: Maximum Round Tables-8 Maximum 8-Foot Tables-12

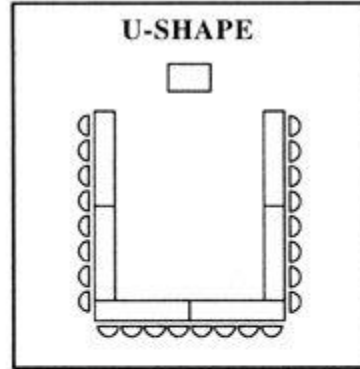
Arrangement 1



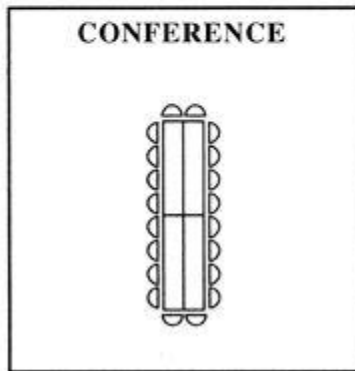
Arrangement 2



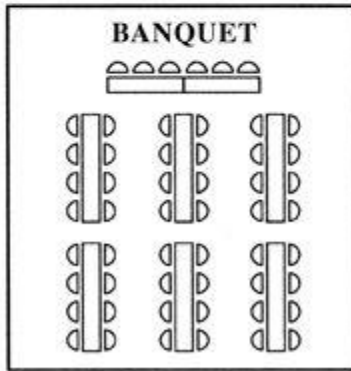
Arrangement 3



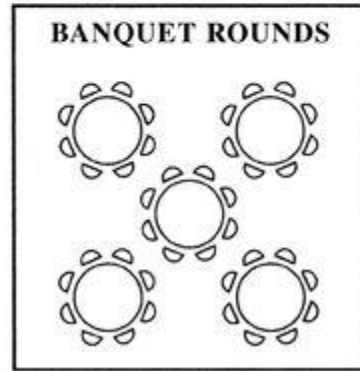
Arrangement 4



Arrangement 5



Arrangement 6



Arrangement 4

Arrangement 5

Arrangement 6

Arrangement 7 (Please Draw or Enter Notes)