



## NON-CHURCH EVENT RESERVATION REQUEST FORM

*See the Church's Policies for useful information regarding the Church's right of final approval of requests and cancellation of events.*

### **General Information**

Name of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Organization's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

### **Facilities**

Space Requested:     \_\_\_ Perry Fellowship Hall   \_\_\_ Averitt Room   \_\_\_ Heritage B   \_\_\_ Heritage A  
                          \_\_\_ Children's Wing Level 1   \_\_\_ Children's Wing Level 2   \_\_\_ Heritage Kitchen   \_\_\_ Chapel  
                          \_\_\_ Other spaces \_\_\_\_\_

Estimated number of Attendees: \_\_\_\_\_

Other Space Requirements: \_\_\_\_\_  
\_\_\_\_\_

### **Food Services**

Use Church Caterer: Yes \_\_\_ No \_\_\_ If yes, contact Donna Creasy at (912) 489-7918 to schedule.

If no, provide caterer's contact information: \_\_\_\_\_

*(See Church's Policies regarding the use of the Buffet Kitchen)*

### **Media Services**

First Baptist offers limited audio and visual services for non-church events. These services are subject to additional fees and must be scheduled no less than 30 days before the event. Failure to confirm media services beforehand, is not the responsibility of First Baptist and may result in the lack of provisioning such services for the Event.

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

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

### OFFICE USE ONLY

Estimated Fees: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

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