

Today's Date: _____

SPRINGHILL BAPTIST CHURCH
Activity Reservation Request

Date of Activity: _____

Activity Start Time: _____ Activity End Time: _____ Total Hours: _____

Brief Description of Activity: _____

Number of Participants Expected: _____

Contact Person or Organization: _____ Phone: _____

- | | |
|--|--|
| <input type="checkbox"/> Church-related activity | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Rehearsal Dinner | <input type="checkbox"/> Wedding Reception |
| <input type="checkbox"/> Birthday Celebration | <input type="checkbox"/> Anniversary Celebration |
| <input type="checkbox"/> Other _____ | |

Location (s) Requested:

- | | |
|--|--|
| <input type="checkbox"/> FLC Gym Floor | <input type="checkbox"/> FLC Small Kitchen |
| <input type="checkbox"/> FLC Large Kitchen | <input type="checkbox"/> FLC Dining Room |
| <input type="checkbox"/> Children's Auditorium | |

Item (s) Requested (for church-related activities only):

- TV/VCR
 Overhead Projector
 Coffee Pot
 Other _____

See Wedding/ Activity Policy for other important information regarding use of these facilities

Fee Information * (Make check payable to Springhill Baptist Church)

*fee is waived for church-related activities

Children's Auditorium Fees

	<u>Members of SBC</u>	<u>Members of other church</u>	
Refundable Security Deposit: (Due at time of request)	\$ 100	\$ 200	\$ _____
Rental Fee:	\$ 50	\$ 150	\$ _____
Wedding Director:	\$ 200	\$ 200	\$ _____
Sound Technician:	\$ 100	\$ 100	\$ _____
Custodial:	\$ 50	\$ 50	\$ _____

FLC Fees

Refundable Security Deposit: (due at the time of the request)			
<input type="checkbox"/> FLC Dining Room & Small Kitchen	\$ 100	\$ 150	\$ _____
<input type="checkbox"/> FLC Gym Floor & Large Kitchen	\$ 250	\$ 350	\$ _____

~ Hourly fees should include time needed to set-up, decorate, and remove decorations~

FLC Dining Room & Small Kitchen	\$ 15 hr	\$ 15 hr	\$ _____
FLC Gym Floor & Large Kitchen	\$ 250 plus \$50 hr	\$ 300 plus \$50 hr	\$ _____
Custodial Fee (For tear-down & clean up)	\$ 100	\$ 100	\$ _____
Sound Technician (if audio/visual needed in FLC)	\$ 100	\$ 100	\$ _____
<u>Table set-up</u>			
Up to 25 tables	\$ 70	\$ 70	\$ _____
26 to 50 tables	\$ 90	\$ 90	\$ _____

Usage Fees are due one week prior to activity:

TOTAL USAGE FEES: \$ _____

Approved: _____

If music is used during the activity, a play list must be submitted to the Pastor of Music & Worship for review one month in advance of the activity. **Christian music is strongly recommended.**

Approved: _____

Approved by Staff: _____ **Date:** _____

_____ Custodian