

SPRINGHILL BAPTIST CHURCH

POLICIES AND PROCEDURES

Category: Facility Usage

Effective Date: April 14, 2008

Subtitle: Activity Request form

Date of Activity: _____

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

Brief Description of Activity: _____

Number of Participants Expected: _____

Contact Person or Organization: _____ Phone: _____

_____ Church-related activity

_____ Wedding

_____ Rehearsal Dinner

_____ Wedding Reception

_____ Birthday Celebration

_____ Anniversary Celebration

_____ Other _____

Location (s) Requested:

_____ FLC Gym Floor

_____ FLC Small Kitchen

_____ FLC Large Kitchen

_____ FLC Dining Room

_____ 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

Old Auditorium Fees**Members of SBC****Members of other church**

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)

_____ FLC Dining Room & Small Kitchen	\$ 100	\$ 150	\$ _____
_____ FLC Gym Floor & Large Kitchen	\$ 250	\$ 350	\$ _____

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

FLC or Student Building Dining Room & Small Kitchen	\$ 15 hr	\$ 15 hr	\$ _____
FLC Gym Floor & Large Kitchen	\$ 50 hr	\$ 50 hr	\$ _____
Custodial Fee (For FLC floor)	\$ 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 (due one week prior to activity):

TOTAL 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: _____