

## Vineville Baptist Church Facilities Request Form

### REQUESTOR INFORMATION:

Name:		Phone Number:	
Email Address:		VBC Church Member?	___ Yes ___ No

### EVENT INFORMATION:

Event Name:			
Event Purpose:			
Date of Event:		Time of Event:	
Setup Time Requested:		Cleanup Time Requested:	
Unlock Doors At:		Lock Doors At:	
AC/Heat Requested: ___ Yes ___ No		AVL Needs: ___ Yes ___ No	

### SPACE REQUESTED AND ASSOCIATED FEES:

*This reservation form is for non-wedding events. All weddings must be reserved through the VBC wedding coordinator.*

**All fees must be paid to the Church Office prior to the event. Checks should be made to Vineville Baptist Church with the event name in the memo line.**

Church Sponsored Event (\$0)	VBC Church Member	Community Friend
Gymnasium	Gymnasium \$20/hr	Gymnasium \$40/hr
Parlor	Parlor \$10/hr	Parlor \$20/hr
Kitchen	Kitchen \$10/hr	Kitchen \$20/hr
Youth Room	M-106 \$10/hr	M-106 \$20/hr
M-106	Conference Room \$10/hr	Conference Room \$20/hr
Conference Room	Sanctuary \$20/hr	Sanctuary \$40/hr
Children's Hall	Guest Reception \$10/hr	Guest Reception \$20/hr
Sanctuary	Ball Room \$10/hr	Ball Room \$20/hr
Guest Reception	Lower Auditorium \$10/hr	Lower Auditorium \$20/hr
Lower Auditorium	<i>Total Hourly Rate</i>	<i>Total Hourly Rate</i>
Ball Room	AVL Fee, flat rate \$25	AVL Fee, flat rate \$25
VBC Preschool Hall	Hines Terrace Lot \$0	Hines Terrace Lot \$0
VBMS Hall	Pierce Lot \$0	Pierce Lot \$0
Adult Choir Room	Vineville Lot \$0	Vineville Lot \$0
Hines Terrace Lot	<i>Total Rental Cost, less damage fees, to be paid before the event</i>	<i>Total Rental Cost, less damage fees, to be paid before the event</i>
Pierce Lot		
Vineville Lot		

**Renters will be responsible for all repair costs should repairs be necessary following your use of the facility.**

#### Please Note:

*The church reserves the right to cancel/amend this request if a conflict arises with a church event. The undersigned requestor and parties involved do hereby waive liability, release and forever discharge Vineville Baptist Church, its members individually, its officers, agents, or employees from any and all demands, rights, and causes of action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof, including death, resulting from their voluntary participation on our premises.*

*To maintain proper room temperature, exterior doors must remain closed. DO NOT PROP DOORS OPEN.*

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

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

*To be completed in the Church Office*

Pastor's Approval: \_\_\_\_\_

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