

# Vineville Baptist Church Facilities Request Form for VBC Church Members

## REQUESTOR INFORMATION:

Name:		Phone Number:	
Email Address:			

## EVENT INFORMATION:

Event Name:			
Event Purpose:			
Date of Event:		Event Start & End Time:	
<p><i>Spaces may be reserved for up to 24 hours prior to the event start time. Spaces must be completely cleaned up/out within 24 hours after the event. A flat rate of \$10/hour will be assessed for all setup through cleanup time, less the event time. For example: If you reserve the gymnasium for an event on Saturday from 10:00am-12:00pm and begin setting up on Friday at 6:00pm you will be charged \$10/hour 6pm-10am (16 hours, \$160). If your cleanup time is an additional two hours, you'll be charged an additional \$20. The total for this reservation would be \$160+\$40+\$20=\$220.</i></p>			
Setup Start & End Time:			Cleanup Start & End Time:
Unlock Doors At:			Lock Doors At:
AC/Heat Requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No	AVL Needs:	<input type="checkbox"/> Yes <input type="checkbox"/> No

## SPACE REQUESTED AND ASSOCIATED FEES:

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

VBC Church Member Reservation Fees																	
	Gymnasium	\$20/hr		AVL Fee, flat rate	\$25												
	Parlor	\$10/hr		Hines Terrace Lot	\$0												
	Kitchen	\$10/hr		Pierce Lot	\$0												
	M-106	\$10/hr		Vineville Lot	\$0												
	Conference Room	\$10/hr		<b>Total Flat Rate Due</b>													
	Sanctuary	\$20/hr		<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center;"><i>Office Use Only</i></p> <p>Total Due to VBC: \$ _____</p> <p>Payment received from _____ in _____ the amount of \$ _____ via _____ (cash or check#)</p> </div>													
	Guest Reception	\$10/hr															
	Ball Room	\$10/hr															
	Lower Auditorium	\$10/hr															
	Children's Classrooms	\$20/hr															
	Adult Choir Room	\$15/hr															
	<b>Total Hourly Rate Due</b>																
	<b>Total Setup/Cleanup Due</b>			<p><i>Do you anticipate needing help setting up or running the AVL system during your event? If available, we can provide support staff to assist you. This person is to be paid directly. A one-hour fee minimum is required.</i></p> <p><b>Time Support Staff is Requested:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">\$30/hr</td> <td style="width: 10%; text-align: center;">x</td> <td style="width: 70%;"></td> </tr> <tr> <td colspan="3" style="text-align: right;"><b># of hours</b></td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Total due directly to Support Staff</b></td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>\$</b></td> </tr> </table>		\$30/hr	x		<b># of hours</b>			<b>Total due directly to Support Staff</b>			<b>\$</b>		
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<b>\$</b>																	

### 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

Facilities Manager Approval: \_\_\_\_\_

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

Please submit requests to [Facilities@vbcmacon.org](mailto:Facilities@vbcmacon.org)

Please note, facility requests must be received a minimum of one week (7 days) prior to the requested date.

Last updated 3/11/2026