

**First Baptist Church of Rosenberg
Facility Use Application - Wedding**

| | | | |
|--|---|--|----------------------------------|
| Name | | | |
| Church Affiliation | <input type="checkbox"/> Member | <input type="checkbox"/> Non-Member | |
| | <input type="checkbox"/> Immediate Family of FBC Member | Name of church member: | |
| User Address | | | |
| E-mail Address | | | |
| Home Phone # | | | |
| Work Phone # | | | |
| Cell Phone # | | | |
| Date Requested | | | |
| Description of Event | | | |
| If Wedding, Officiating Minister | | | |
| Church Affiliation of Officiating Minister | | Minister Contact Phone # | |
| Expected Attendance | | | |
| <i>If any food is being served, then kitchen must be requested.</i> | | | |
| Facilities Requested | <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Kitchen |
| Other Facility Area - Explain | | | |
| Has a professional wedding coordinator been contracted? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | If so, name & phone number | |
| FBC Rosenberg Requested Host/Hostess | <i>Note - A host/hostess will be assigned to all events after approved and calendared. Please only list a name if you have already discussed the event with the host/hostess and they have agreed to accept responsibility.</i> | | |

Facility Use Details

If times are not known at this time, please indicate "TBD" (To Be Determined) and be prepared to discuss with the FBC host/hostess.

| | Date | Arrival Time | Event Start Time | Event End Time | All Departed Time |
|--------------------------|-------------|---------------------|-------------------------|-----------------------|--------------------------|
| Rehearsal | | | | | |
| Wedding | | | | | |
| Reception @ FBC | | | | | |
| Other Event | | | | | |
| Decorating Times* | | | | | |

*The earliest time available to decorate for weekend events is 10:00 am Friday.

The user and all guests should be out of the building by 10:00 pm any weekday evening and 9:00 pm on Saturday.

**First Baptist Church of Rosenberg
Facility Use Application - Wedding**

Sanctuary Requests

| | | | |
|----------------------------------|--|----------------------|--|
| Pulpit Area to Be Cleared | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Sound / Media | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Other Requests | | | |

Rehearsal Dinner – Fellowship Hall – Kitchen

| | | | |
|---|--|----------------------------|--|
| Rehearsal Dinner @ FBC | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | | |
| Fellowship Hall Set-up Info | <input type="checkbox"/> Round Tables <small>(10 max)</small> – Number Needed _____ <input type="checkbox"/> Long Tables – Number Needed _____ <input type="checkbox"/> Chairs – Number Needed _____ | | |
| Cooking? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Dishes / Dishwasher | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Comments | | | |
| <i>Please be prepared to discuss the set-up request with your event host.</i> | | | |

Wedding Reception – Fellowship Hall – Kitchen

| | | | |
|---|--|----------------------------|--|
| Fellowship Hall Reception | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | | |
| Reception Type | <input type="checkbox"/> Cake/Punch <input type="checkbox"/> Buffet <input type="checkbox"/> Dinner | | |
| Fellowship Hall Set-up Info | <input type="checkbox"/> Round Tables <small>(10 max)</small> – Number Needed _____ <input type="checkbox"/> Long Tables – Number Needed _____ <input type="checkbox"/> Chairs – Number Needed _____ | | |
| Cooking? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Dishes / Dishwasher | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Comments | | | |
| <i>Please be prepared to discuss the set-up request with your event host.</i> | | | |

**First Baptist Church of Rosenberg
Facility Use Application - Wedding**

An application fee of **\$100.00** payable to First Baptist Church of Rosenberg is required with this completed and signed application. The completed form and payment should be submitted to the church office staff during normal weekday office hours (Monday thru Friday, 8:30-12:00 or 1:00-5:00).

- ! If event is cancelled prior to 90 days before the scheduled date of the event, the application fee will be refunded.
- ! If cancelled within 90 days of the event, the application fee will be retained by the church.
- ! After the event, the application fee and security deposit will be refunded, less charges for any damages to the facility and/or schedule over-run payments for staffing.

User Acknowledgement –

I have read the Facility Use Policy and understand and accept my responsibilities and obligations as stated in the policy. I further understand that my application must be reviewed and approved by the trustees of First Baptist Church of Rosenberg prior to being calendared. Availability of dates is on a first come/first available basis. Should the event not be approved or should the requested date not be available, my application fee will be returned in full.

Requestor Signature _____ **Date**

First Baptist Church of Rosenberg – Minister & Trustee Review

| FBC Rosenberg Minister Approval Signature (Required) | Response | Date |
|---|--|------|
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Trustee Signature (Three Required) | Response | Date |
|---------------------------------------|--|------|
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | |