

# SBC Facility Event Request Form

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Date Form Submitted: \_\_\_\_\_

Submission Deadlines: **Budget – Sixty (60) days** in advance of event

**Room, Publications, Transportation – Thirty (30) days** in advance of event

**Food, Setup, Music, Security, and Ministry Support: Sixty (60) days** in advance

**Payments: Down Payment Due: Fifteen (15) days**

**Final Payment Due: Seven (7) days** in advance

**MINISTRY EVENT:** Y OR N      **THIS EVENT ONLY:** Y OR N      **ONGOING REQUEST:** Y or N (Monthly/Weekly/Annually)

**Ministry Organization:** \_\_\_\_\_

**Ministry Leader's Signature:** \_\_\_\_\_

**Ministry Deacon Signature:** \_\_\_\_\_ **Ministry Trustee Signature:** \_\_\_\_\_

## EVENT INFORMATION SECTION

**Event Date:** \_\_\_\_\_ **Event Title/Description:** \_\_\_\_\_

**Event Times: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Set-Up Time:** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Contact E-Mail:** \_\_\_\_\_

**Purpose & Description:** \_\_\_\_\_

## PLANNING LOGISTICS

**Tickets: Will be sold?** Yes or No      **Est. # of Tickets :** \_\_\_\_\_      **Ticket Price: \$** \_\_\_\_\_

**Culinary (Kitchen Ministry): Required?** Yes or No      (Note Culinary Request Submission Date)

**Budget: \$** \_\_\_\_\_      **Color Scheme:** \_\_\_\_\_

**Requested Menu:** \_\_\_\_\_

**Decoration: Required?** Yes or No

**Publications: Required?** Yes or No

*(Complete Publications Request Form, Flyers, Bulletin, Announcements & Note Submission Date)*

**Marketing: Required?** Yes or No      **Other Ministry: Required?** \_\_\_\_\_

**Transportation/Van Needed?** Yes or No **(Complete Transportation Request Form)**

**Ushers: Required?** Yes or No      **Greeters: Required?** Yes or No      **Hospitality?** Yes or No      **Other Ministries?** \_\_\_\_\_

**Anticipated / Expected Event Estimated Budget: \$** \_\_\_\_\_ (if no funds are required enter zero)

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## Facilities/Operational Needs

**Room (s) Requested** (Facility Contract may be required):

Sanctuary                       Computer Room                       Conference Room  
 Fellowship Hall                       Kitchen                       Gym  
 B. Northern Room                       SDA Multi-Purpose Room                       Other (identify)

**Set-Up Style:**

Theater                       Classroom                       Banquet  
 Chevron                       Conference                       Other

**Tables:**

#Round                       #Long                       # Extra                       # Chairs

**Room Support:**

Podium                       Chalk Board                       Easel                       Other (specify)

**Additional Information:**

MEDIA/SOUND NEEDS (**SPECIFY**) \_\_\_\_\_

### APPROVAL

Room Assignment: \_\_\_\_\_ Date Received: \_\_\_\_\_

Board of Directors Signature: \_\_\_\_\_ Approval Date: \_\_\_\_\_

*This signature certifies that the above form has been approved and accepted for inclusion in the Church Calendar for the meeting date requested. Please notify the Ministry Coordinator immediately of any event modifications/cancellations*

## SERVICE AND FACILITY USAGE FEES

Group	Sanctuary (Pastor Approval)	Fellowship Hall	GYM	Board Room	SDA Fellowship Hall	Kitchen Usage
Ministry Events *	Free	Free	Free	Free	Free	\$50.00
Non-Ministry Events * (Church Member's Celebration)	\$250.00	\$250.00	\$100.00	Free	\$250.00	\$100.00
Member-Funerals **	NC	\$365.00	\$200.00	\$100.00	\$350.00	\$50.00
Member-Weddings	\$200.00	NC	\$200.00	\$100.00	\$350.00	\$50.00
Non-Member Events (does not include Weddings)	\$365.00	\$350.00	\$200.00	\$100.00	\$350.00	\$100.00
Non-Member-Weddings ***	\$400.00	\$350.00	\$200.00	\$100.00	\$350.00	\$100.00

*\* Service Fees include (4) hours of usage, Janitorial, Security, and Facility services Kitchen usage is a separate Fee: \$50.00 Deposit (must be cleaned after use or deposit is forfeited) No Fees include just the facility use*

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### Church and Facilities Usage Check List:

- ✓ Ministry Events do not include Member's birthday, Weddings, Baby Showers, or Member Celebrations. Also, Setup, Janitorial, Sound and Security services may incur a fee.

### Pre-Approval Process:

- ✓ Ministries planning an event should contact their assigned Deacon, prior to coordinating and scheduling the actual event
- ✓ Ministry should contact Pastor to pre-approve the event and any outside preacher if needed
- ✓ Scheduled event(s) should be reviewed and approved by the Board of Directors prior to scheduling, and all funds raised during these events should be collected as 'DONATIONS'.
- ✓ Once an event has been pre-approved, the Ministry must contact the Church Clerk and fill-out all the necessary forms (Facility, Expense/Income Budget, Voucher, etc)
  - If Facility Agreement or Vendor Contract is needed, it must be approved by the Chairman of the Trustees
- ✓ Church Clerk should notify Chairman of the Trustees, and any other Ministry or Service provider supporting in the Event.