

RICHVIEW BAPTIST CHURCH

(Reservation Request for use of RBC Facilities)

- Room must be booked through the Church Office and properly cleared with the Senior Pastor.
- In order to schedule your event we need you to fill out this form and return to the Church Office as soon as you possibly can.
- Bookings will generally be given on a first come, first serve basis.
- Church activities and ministries are facilitated before outside groups.
- Technical Sound charges (our trained sound personnel) will cost \$25 an hour.
- Custodial cost is \$25 per hour. (If you choose to do your own clean up it has to pass our standard and if it does not pass there will be a charge.)

Name of Event/Purpose: _____ t

Church Event on pink paper – other events (members or outside event) on lavender paper.

Contact Name: _____

Address and Phone: _____

Date of Event: _____ Event will begin at _____ and end at: _____

Set up preferred by: _____

Event will occur: once _____ weekly _____

List dates of recurring event: _____

Room(s)/Area(s) Requested: Kitchen; Activity Room; Sanctuary; Gym;

Board Room; Nursery; Preschool Room; Kindergarten Room; Loft; Library;

Foyer

Equipment Needed: – *(all equipment must be specified when the room is booked)*

Tables: Number _____

Chairs: Number _____

Sound System: Yes; No; Sound person booked

(\$25/hr with one hour minimum fee for funerals and weddings)

Video Projector; PowerPoint; Overhead Projector

Other: _____

Custodian cleanup:

Fee required for non church functions is \$25 per hour. Hours _____ Total _____

Payment: Cash; Cheque; No Charge

(A one hour minimum is required from everyone who books the facility whether they do their own cleanup or not.)

Church policy requires that the following procedures be followed when using the kitchen:

- Sweep and mop floors; Clean counters; Launder linens (tablecloths, tea towels, dishcloths etc); Vacuum; Empty fridge and freezer of your supplies;
- Take with you any food items, dishes or pans that you brought with you;
- Wash any church items like dishes, coffee/tea pots, cutlery, utensils and pans in soapy water (sink one), rinse in bleach water (sink two) and rinse again in hot water (sink three). Then store them where you found them.

Diagram of Room Set Up (include tables, chairs, etc.) Setups will be possible only for details you give.

Following for office use only:

Requested by: _____ Phone: _____ Date: June _____

Approved by office: _____ Recorded on calendar

Arrangements made for access to building (check one):

already has key; requests loaner key; custodian will provide access (\$15)

Rental Fee: Cost quoted: _____

Copy given to Dwain; Copy given to Kitchen Coordinator; Confirmation copy

Cost quoted: _____

Notes: