



# Building Request Application

First Baptist Church of Rochester ♦ 175 Allens Creek Road ♦ Rochester, NY 14618 ♦ (585) 244-2468 ♦ Fax: (585) 244-2469

Name of Organization: \_\_\_\_\_ Date \_\_\_\_\_

Organization e-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Contact #1 Name: _____
Address: _____
City, State, Zip _____
Phone #: _____
Cell #: _____
E-mail: _____

Contact #2 Name: _____
Address: _____
City, State, Zip _____
Phone #: _____
Cell #: _____
E-mail: _____

Event Purpose/Description: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

Is this a non-profit event? Yes  No

Number expected to attend: \_\_\_\_\_

Room Setup Required? Yes  No

*Please attach, fax, or mail a layout of setup wanted.*

Will you use Hubbell Hall Kitchen? Yes  No

Will you use Kitchenette? Yes  No

Do you require the dishwasher? Yes  No

Do you have Liability Insurance:? Yes  No

Insurance Carrier? \_\_\_\_\_

Room (s) Requested:	Education Wing	Items Requested:
<input type="checkbox"/> Basnett Library	<input type="checkbox"/> Room 5	<input type="checkbox"/> Audio
<input type="checkbox"/> Chapel	<input type="checkbox"/> Room 6	<input type="checkbox"/> Video
<input type="checkbox"/> Community Room	<input type="checkbox"/> Room 7	<input type="checkbox"/> Projection
<input type="checkbox"/> Garden Room	<input type="checkbox"/> Room 8	<input type="checkbox"/> Overhead Projector
<input type="checkbox"/> Hubbell Hall	<input type="checkbox"/> Room 9	<input type="checkbox"/> DVD/VCR
<input type="checkbox"/> Kitchenette	<input type="checkbox"/> Room 10	<input type="checkbox"/> TV
<input type="checkbox"/> Main Kitchen	<input type="checkbox"/> Room 11	<input type="checkbox"/> Coffee Maker
<input type="checkbox"/> Narthex	<input type="checkbox"/> Room 12	<input type="checkbox"/> Hot Water
<input type="checkbox"/> Parlor	<input type="checkbox"/> Room 13	
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Room 14	
	<input type="checkbox"/> Basement	

*(Please attach or mail a copy. Must have for approval.)*

**ADDITIONAL SET-UP AND CLEAN UP CUSTODIAL FEE WILL APPLY FOR MORE THAN BASIC TABLE CHAIR SET-UP OR EXCESSIVE CLEANING AT \$25.00 PER HOUR. NO ALCOHOL OR SMOKING ALLOWED ON CHURCH PROPERTY.**

**Please note:** You will be contacted by a member of the church staff if your event is or is not approved and the fees that will be expected for this event. Please call (585) 244-2468 with any questions.

<p style="text-align: center;"><b>Office Use Only</b></p> <p>Date Received in Office: _____ Received By: _____</p> <p>Basic Event Fee: _____ Fee Quoted: _____</p> <p>Approval Notification: By _____ Date: _____</p> <p>To: _____</p> <p>By Phone <input type="checkbox"/> By E-mail <input type="checkbox"/> In Person <input type="checkbox"/></p> <p>Placed on Calendar: By _____ Date: _____</p>	<p><b>Clearance Needed by:</b></p> <p><input type="checkbox"/> Program Director Date: _____</p> <p><input type="checkbox"/> Trustee Liaison Date: _____</p> <p><input type="checkbox"/> Pastor Date: _____</p> <p style="text-align: right;">Approved: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Reason: _____</p>
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