



DATE REC'D BY NANCY BAINES: _____

EVENT PLANNING FORM

(Please fill the form out completely)

Name of Event:

Date(s) of Event:

Group Size: _____ **(Total Number of Participants)**

Start Time of event: _____

End time of the event: _____

Time needed to access facility: _____

Time Vacated: _____

Brief description of the event:

Name of Organization:

_____ hereinafter "ORGANIZATION."

Contact Name:

(PLEASE PRINT)



Daytime phone: _____

Evening Phone: _____

Email address: _____

Mailing Address:

Member of First Baptist: Yes No

If no, how did you hear about First Baptist Church of Decatur

Facility requested:

Classroom Requested _____ (Room Number)

Fellowship Hall

Sanctuary

Parlor

Chapel

Gym

Crossroads Conference Room (25 people)

3rd Floor Conference Room (+25 people)

Game Room

Parking Lot

Church Grounds: Specific area: _____

Other: _____



Set Up Requests:

Chairs: _____ **Tables:** _____ **Linens:** _____
Podium: _____ **Microphone:** _____ **Display Table:** _____

Special Requests:

Media/Sound Equipment:

AV Technician

Piano

Organ

Food Services

Other (provide details):

Rental Fees for Use of Facilities

Rental fees and security deposits for church facilities will be quoted upon receipt of request.

Confirmation

I have read and agree to the attached First Baptist Church of Decatur (FBCD) Event / Building Use Policies.

Signature **Date**



Completed forms may be submitted to the church office or via email to: nbaines@fbcdecatour.com.

All requests must be submitted via Event Planning Form:

First Baptist Church of Decatur
Attn: Nancy Baines
308 Clairemont Avenue
Decatur, GA 30030
Telephone: 404 373 1653

The event will be placed on the official church calendar once approved. All fees and deposits are due upon approval. All checks should be made payable to: **First Baptist Church of Decatur**.

Comments/Considerations:

Event/Building Use Policy

1. Any ORGANIZATION/individual desiring to use First Baptist Church Decatur (FBCD) facility, must submit an Event/Building Use request form to FBCD Event Scheduler. Requests for use of church facilities may be **submitted at any time within the three (3) month time frame prior to an event, but preferably more than 30 days prior to an event. A new request must be submitted for ALL Annual events.** Please be advised, approval for any requests for dates greater than three (3) months in advance of an event may not be immediately approved. All required paperwork (i.e., Request Form, Contract, Certificate of Liability Insurance, etc.) and fees should be submitted prior to the start of an event.



Please note: FBCD Contract and your Certificate of Liability Insurance needs to be renewed every year.

2. Clean up is the responsibility of the ORGANIZATION renting the facility. The ORGANIZATION/individual using the facility is expected to sanitize/clean up designated space(s) and return the area(s) to its original condition. Additional charges will be assessed for cleanup required by the church staff.
3. Thermostats should be returned to the settings found upon arrival, and all lights should be turned off.
4. Access to and locking of the facility will be per instructions by the Event Scheduler. The Security Deposit may be forfeited if building is not accessed or locked according to instructions. No doors should ever be propped open. **The Safety Protocol must be adhered to.**
5. **ALL Organizations must** abide by all recommendations and guidelines from the **Center for Disease Control**, and **the Georgia Department of Health**.
6. All trash (if applicable) should be removed from the building after any event and placed in the dumpster. Liquids should not be emptied into the trash cans.
7. ORGANIZATION shall indemnify, defend, and hold harmless FBCD from and against any liability, damages, fees, expenses, losses, demands and costs (including defense costs) associated with any claim arising from or relating to this event or the use of any person for any reason related to ORGANIZATION, including but not limited to employees, directors, contractors, guests, vendors, students, and clients. ORGANIZATION agrees to reimburse FBCD for all



reasonable expenses, including attorney's fees and expenses, as they are incurred in connection with the investigation of, preparation for, or defense of, any pending or threatened claim or action or proceeding arising therefrom.

OFFICIAL USE ONLY

DATE REC'D BY NANCY BAINES: _____

Event/Building Use Request Approved: _____(Date)

Approved by: _____

Rental Fee: _____

25% Security Deposit Required: _____

(Nonrefundable if Event is Canceled)