



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.

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