



**FIRST BAPTIST CHURCH  
FACILITY RESERVATION REQUEST  
108 N. Main St., Statesboro, GA 30458  
912-764-5627**

Name of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Organization Responsible: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Estimated number of Attendees: \_\_\_\_\_ Room Requested: \_\_\_\_\_

Is this a fund raiser for your organization? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Set Up Requirements:  
Number of Tables \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

Table Configuration: \_\_\_\_\_

Requested items: \_\_\_\_\_ Piano; \_\_\_\_\_ Podium; \_\_\_\_\_ Sound/Microphone; \_\_\_\_\_ TV/VCR

If event includes meal, please provide caterers name and phone number:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

*All non-church organizations requesting facilities will be booked on a tentative basis until final approval by the Lead Team.*

*The church reserves the right to cancel, or not approve, outside requests for any reason, if determined that hosting the event could have a detrimental effect on its ministries or its ability to support routine church activities.*

*All Activities and programs conducted in the facilities of First Baptist Church must be appropriate and not offensive to content and style to the Christian beliefs and customs of this congregation. Complete guidelines for the use of church facilities are contained in the Church Facilities/Vehicle Handbook and are available in the church office.*

Church office use only:

Fee: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_