

First Baptist Church of Greater Cleveland  
**ROOM RESERVATION REQUEST FORM: GUEST use**

Date:	Day:	Time:	Time event begins:
Group:		Type of Event:	No. of people:
Contact Person:		Phone:	Email:
This is a: <input type="checkbox"/> one-time <input type="checkbox"/> weekly <input type="checkbox"/> monthly reservation			

**Rooms Requested:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Spahr Center         | <input type="checkbox"/> Fireside Room         | <input type="checkbox"/> Livingstone Room   |
| <input type="checkbox"/> Sanctuary            | <input type="checkbox"/> Judson Room           | <input type="checkbox"/> Bell Dining Room   |
| <input type="checkbox"/> Fellowship Hall      | <input type="checkbox"/> Library               | <input type="checkbox"/> Tressler Courtyard |
| <input type="checkbox"/> Wheaton Center       | <input type="checkbox"/> Fireside Room Kitchen | <input type="checkbox"/> Morrison Room      |
| <input type="checkbox"/> Main Kitchen         | <input type="checkbox"/> Montgomery Room       | <input type="checkbox"/> Youth Library      |
| <input type="checkbox"/> Phillips' Choir Room | <input type="checkbox"/> Parking Lot           |   |
| <input type="checkbox"/> Other: _____         |  |   |

**Equipment Requested:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> DVD and monitor                       | <input type="checkbox"/> Video Projection | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> Flip Chart                            | <input type="checkbox"/> Sound system     | <input type="checkbox"/> White Board        |
| <input type="checkbox"/> Other: _____                          |   |   |
| <input type="checkbox"/> Tables: _____ rectangular _____ round | <input type="checkbox"/> Chairs: _____    |   |

**Please note: Events requiring custodial set-up or clean-up outside of scheduled custodial working hours (generally 8:00 am – 5:00 pm) will be charged \$25 per hour.**

Total amount due for fees and services: \$\_\_\_\_\_ Date payment received: \_\_\_\_\_

A deposit may be required to hold your reservation. The requested rental fee for room use varies depending on the room used, the set-up required, additional equipment requested, and the nature and timing of the event. Room use fees are determined by the church administrator.

Organizations and individuals using the facilities of First Baptist Church agree, if requested, to provide a **Certificate of Insurance** naming First Baptist Church as additionally insured, and agree to indemnify and hold harmless First Baptist Church and all persons acting as its agents from any claim arising out of any injury to the fullest extent allowed by law.

Contact Person's signature:	Date:
Church / Office Administrator's signature:	Date:

Date of request: \_\_\_\_\_