

# EVENTSCHEDULINGFORM

Friendship Baptist Church  
831 Sixth Avenue  
Columbus, GA 31901  
(706) 323-6996 • Fax (706) 322-7596

Applied for date: \_\_\_\_\_

Use this form to request a date to be added to the Master Calendar. If there is a conflict on the requested date of arrangements, you will be contacted.

Event Date: \_\_\_\_\_ day of the week (circle) S M T W Th F S

Time Event: \_\_\_\_\_ Time you want access to building: \_\_\_\_\_ Ending Time: \_\_\_\_\_

(A). Wedding rehearsal/decorating – Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Event/Group: \_\_\_\_\_

(B). Is this a church related activity? \_\_\_\_\_ Yes \_\_\_\_\_ No

Contact Person: \_\_\_\_\_

✓ Home telephone: \_\_\_\_\_

✓ Work telephone: \_\_\_\_\_

✓ Cell telephone: \_\_\_\_\_

What parts of the church do you wish to use?

- \_\_\_\_\_ Sanctuary
- \_\_\_\_\_ A.W. Fortson Fellowship Hall
- \_\_\_\_\_ Multi-Purpose Room
- \_\_\_\_\_ Library
- \_\_\_\_\_ Classroom
- \_\_\_\_\_ Equipment needed

Number of people expected: \_\_\_\_\_

Need Audio/Video/Photo Services: \_\_\_\_\_ Yes \_\_\_\_\_ No

**\*\*Must complete Audio/Video/Photographer User Form (Additional Fees required/See back of this form)**

Check Service: (1) Audio \_\_\_\_\_ (2) Video \_\_\_\_\_ (3) \_\_\_\_\_ Photographer (Free & For Church Ministries Only)

## MEMBERS

Use of Sanctuary - \$75(cleaning only)  
Use of Fellowship Hall - \$100(cleaning only)  
Multi-purpose Room - \$50(cleaning only)  
Classroom - 0

## NON-MEMBERS

Use of Sanctuary - \$675  
Use of Fellowship Hall - \$400  
Multi-purpose Room - \$200  
Classroom - \$75

**\*\*Deposit is \$250 for EVERYONE and due at time of contract signing\*\***

**\*\*\*FULL FEES DUE ONE WEEK PRIOR TO EVENT\*\*\***

Approved by Pastor: \_\_\_\_\_ Date available – Secretary: \_\_\_\_\_

Copies to: Dea. Larry Hixon/ Bro. Chris Wallace/ Dea, Mark Mims/Dea. Robert Jemison/Sexton-Bro. Herman Jacobs

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

Revised February 8, 2013