

First Baptist Church San Saba  
208 W. Wallace St.  
San Saba, Texas 76877  
(325) 372-5761

## USE OF FACILITIES REQUEST FORM

Date of Request: \_\_\_\_\_ Event: \_\_\_\_\_

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

Requestor Name: \_\_\_\_\_

Member: Yes/No \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please describe the nature of this activity/event:

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Charges: (Payable at the Church Office when event is scheduled.)

Church Members	\$ 200.00	(Building use fee)
	\$100.00	(Refundable damage deposit)
Non-Members	\$500.00	(Building use fee)
	\$200.00	(Damage Deposit)
Fellowship Hall	Members	\$50.00
	Non-Members	\$150.00 (\$50.00 deposit)

Sound technician \$ 75.00 hr. (Only qualified First Baptist staff are allowed to operate the church sound/video system).

Other: Specify \_\_\_\_\_

Deposits are refundable after the Facilities Manager or his designee inspects the areas used for damage.

Arrangements for payment of Minister, Soloist(s), and/or Instrumentalist(s) should be made directly with them.

(You will be contacted by the church office after your request is reviewed in our weekly staff meeting. You will also be provided a copy of our Building Use policy)

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

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