

**Thalia Lynn Baptist Church**  
**Facilities & Activities Reservation Request Form**  
(Purple Form)  
Church Office: (757) 499-0557

- This form designates a request; it is not a guaranteed reservation. You will be notified by phone or e-mail if your request has been approved, or if additional information is needed before guaranteeing the request.
- This form does not cover weddings. If you would like to have your wedding at TLBC, you must call the church office for an information packet on weddings.
- Enter as much information as possible. If any details change, please call the church to amend this request. Please note that any changes might delay the approval of your request.
- There might be fees that accompany using the church facilities. The fee schedule is on the back of this form.

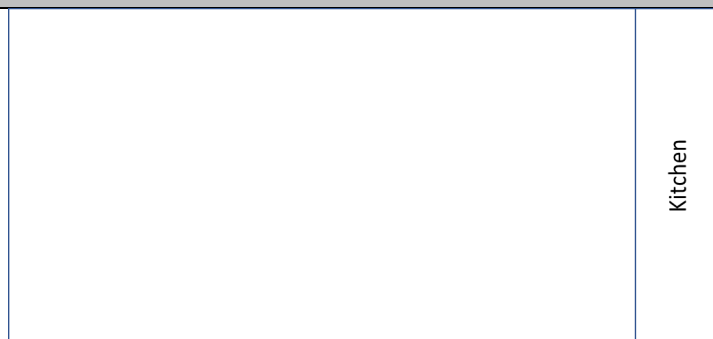
<b>Event Name:</b>		<b>Event Date:</b>	
<b>Organization/Group/Class</b>		<b>Room(s) Requested:</b>	
<b>Event Start Time</b>	AM PM	<b>Event End Time</b>	AM PM
<b>Facility Start Time</b>	AM PM	<b>Facility End Time</b>	AM PM
<b>Leader(s) Name(s)</b>		<b>Phone:</b>	
		<b>E-mail</b>	
<b>Social Media/Advertising?</b> Yes No (If "Yes" check appropriate boxes to the right.)		<input type="checkbox"/> Worship Bulletin	<input type="checkbox"/> Marquis Sign
		<input type="checkbox"/> Website	<input type="checkbox"/> Facebook
<b>Supplies?</b> Yes No (If "Yes" check appropriate boxes to the right and the number needed to the right of the item. For example, "Bowls 50")		<input type="checkbox"/> Coffee *	<input type="checkbox"/> Tea *
<i>Supplies are made available only for in-house/church-related events.</i> * Dry supplies for Coffee/Tea, if requested, will be left for you in the kitchen for you to make it fresh when you need it.		<input type="checkbox"/> Dessert Plates	<input type="checkbox"/> Forks
		<input type="checkbox"/> Dinner Plates	<input type="checkbox"/> Spoons
		<input type="checkbox"/> Dessert Bowls	<input type="checkbox"/> Knives
		<input type="checkbox"/> Dinner Bowls	<input type="checkbox"/> Napkins
		<input type="checkbox"/> Plastic Cups	<input type="checkbox"/> Coffee Cups
<b>Facilities Support Needs?</b> Yes No (If "Yes" check appropriate boxes to the right.)		<b>Special Set-Up or Tear-Down Required</b>	
It is expected that all rooms will be returned to the original setup, cleaned, and trash removed. Special Setups, clean-ups and event times will generally require custodial service fees, located on the back of this page (see below).		<input type="checkbox"/> Open Facilities	<input type="checkbox"/> Close/Secure Facilities
		<input type="checkbox"/> Open Kitchen for Use	<input type="checkbox"/> Kitchen Cleanup
		<input type="checkbox"/> Tear Down/Set Up	<input type="checkbox"/> Sweep/Clean Floors
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Audio Visual (A/V) Needs (Non-Sanctuary)?</b> Yes No		Indicate <b>Non-Sanctuary</b> A/V needs on back of this form.	
<b>Audio Visual (A/V) Needs (Sanctuary)?</b> Yes No		Indicate <b>Sanctuary</b> A/V needs on back of this form.	
<b>Fees Applicable?</b> Yes No		\$	Calculate fees on back of form

<b>Audio/Visual Needs (Non-Sanctuary)</b> (If you marked "Yes" on the front page, check appropriate boxes to the right.)  Please note that some portable sound system equipment set-ups require a technical fee. (See the fee schedule below). All requests for the Sanctuary must be turned in a minimum of seven (7) days before the event.		Portable Sound System	
		Microphone	How Many?
		Microphone Stands	How Many?
		Video Projector	
		TV/DVD Player	
		DVD Player	
		Other (Explain)	
		Special Instructions (Explain)	

<b>Audio/Visual Needs (Sanctuary)</b> (If you marked "Yes" on the front page, check appropriate boxes to the right.)  Due to the sensitive and complicated nature of the sound and lights in the Sanctuary, a TLBC Sound Tech must be on hand to operate these systems for your event. (See the fee schedule below). All requests for the Sanctuary must be turned in a minimum of seven (7) days before the event.		Microphones/ Stands	How Many?
		Video Projector	
		DVD Player	
		CD Player	
		Computer/Power Point	
		Other (Explain)	
		Special Instructions (Explain)	

<b>Fees</b>  Fees are assessed for all <b>non-member, non-church</b> events.  Fees are paid directly to the TLBC Financial Administrator.		\$100.00	<b>Custodial Fee:</b> This is assessed when any activity or event requires someone to be here at any time other than regular church hours or requires a special set-up or tear-down.
		100.00	<b>Facility Use Fee:</b> This is assessed when the church building is used and will be paired with the Sanctuary Use Fee if the Sanctuary is used. Please note that there might also be an additional Custodial and/or Sound/Tech Fees.
		\$75.00/Hour	<b>Sanctuary Use Fee:</b> This is assessed when the Sanctuary is used for an event. This is in addition to the Custodial and/or Sound Tech Fees.
		\$25.00/Hour	<b>Sound Technician Fee:</b> This is assessed with any event that requires the use of Audio/Visual equipment, whether sanctuary sound system or portable sound system.

For the Fellowship Hall: either indicate how you would like the set up in the Fellowship Hall configured on the diagram on the right or attach a separate set up to this sheet.



Fellowship Hall Set Up