

*Williamsburg Baptist Church*  
**APPLICATION FOR SPECIAL USE of FACILITIES**

Name of Person/Group \_\_\_\_\_

Purpose \_\_\_\_\_

Space Desired \_\_\_\_\_

Date(s) Needed \_\_\_\_\_ Time of Event \_\_\_\_\_

Starting Time (Set Up) \_\_\_\_\_ Ending Time (After Breakdown) \_\_\_\_\_

Will Food be Served? \_\_\_\_\_ Number of Participants \_\_\_\_\_

Primary Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Primary Phone \_\_\_\_\_

Secondary Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Primary Phone \_\_\_\_\_

*A diagram of any set up or movement of furniture should be provided with request.*

\_\_\_\_\_  
Signature of Primary Contact Person

\_\_\_\_\_  
Date

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**FOR CHURCH USE ONLY**

ACTION TAKEN: \_\_\_ Approved as requested \_\_\_ Approved w/restrictions \_\_\_ Not Approved

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## ONE TIME SPECIAL USE FEES

**APPLICATION FOR SPECIAL USE of FACILITIES must be completed for consideration by appropriate council.**

### SANCTUARY or SOUTH WING

|                   |          |
|-------------------|----------|
| Full Day > 5 hrs. | \$600.00 |
| Half Day < 5 hrs. | \$300.00 |

Sound Technician for Sanctuary \$100.00 (Must be a sound system trained WBC member)

### FELLOWSHIP LOUNGE OR A SINGLE CLASSROOM

\$50.00 (User is responsible for clean-up of wet bar)

### SOCIAL HALL w/KITCHEN:

|                   |          |
|-------------------|----------|
| Full Day > 5 hrs. | \$600.00 |
| Half Day < 5 hrs. | \$300.00 |

### SOCIAL HALL:

|                   |          |
|-------------------|----------|
| Full Day > 5 hrs. | \$400.00 |
| Half Day < 5 hrs. | \$200.00 |

- Custodial service is included in Sanctuary, Social Hall, & South Wing fee. User is responsible for clean-up of kitchen/Wet bar.
- Fees for WBC members (non-profit use) may be waived by the appropriate council upon consideration of the request.

A 50% non-refundable deposit is due no later than 4 weeks prior to event. Balance is due 2 weeks prior to event.