EVENT SCHEDULING FORM

Use this form to request an event be added to the master calendar.
First Baptist Dublin reserves the right to deny usage of a facility for any event.
This form must be signed by the responsible party and presented *at least two weeks prior* to the event.
Email completed form to: secretary@firstbaptistdublin.org

Event: _____

Event Date: _____ Day of Week: S M T W Th F S

Start Time: _____ End Time: _____

Is this a FBC ministry related activity? Yes No

Recurring Event? Yes No Frequency? _____

Name of Organization/Group/Program: _____ Number Expected: _____

Name of Bride & Groom: _____

*Person Responsible: _____ Phone: _____
*Must be on-site at all times

Email: _____

Facility/Room Requested:

Sanctuary Family Center Fellowship Hall North Fellowship Hall Chapel

Education Building Room # _____ Other _____

Equipment Needed: (please list specific equipment - 8' long tables, 5' round tables, sound system, TV, etc.)

_____
_____
_____
_____

Special Instructions: (please list any special instructions that will help with the setup process)

_____
_____
_____
_____

(Room arrangement is required to ensure appropriate setup. Please see page 4.)

Need Child Care? Yes No Need Food Services? Yes No

Need Sound System? Yes No

NOTE: If yes, childcare workers, food service providers, and sound technicians must be selected from an approved list. (Appropriate fees will apply.)

Need Church-Owned Vehicle(s)? Yes No If yes, which vehicle? Mini-Bus Van

NOTE: If yes, please complete the church vehicle trip form. (Appropriate fees will apply.)

IMPORTANT INFORMATION

- **First Baptist Dublin reserves the right to deny usage of a facility for any event**
- **This form must be signed by the responsible party and presented *at least two weeks prior* to the event, along with the appropriate deposit (see fee list)**
- **Forms must be completed in their entirety *before* submitting them to the church office**
- **Completed forms will *only* be reviewed during staff meeting**
- **All requests are subject to staff approval**
- **After initial approval, any changes in time, facilities, or event type will require the submission of a new form**
- **All childcare workers, food service providers, and sound technicians must be selected from an approved list**
- **For weddings, the bride or groom must be a member of First Baptist Dublin or an immediate family member of a church member**
- **A $150 deposit must be presented upon submission of this form to reserve the event. For non-member and large events, final fees must be paid seven days prior to the event. Payment can be made by cash or check made out to First Baptist Church. Online payment options are currently not available.**
- **Additional fees may apply if setup is needed more than 24 hours before the event**
- **FBC security protocols must be followed, and all doors must be locked and secured by the responsible person**

I acknowledge that I have read the above information and have completed the form to the best of my ability. I affirm that all activities during this event will not be contrary to Christian principles; there will be no smoking, consumption of alcoholic beverages, or use of drugs on the church property. I accept full responsibility for any damage incurred during this event to church facilities or equipment and will reimburse the church for any facility repair or equipment replacement resulting from such damage.

Signature: _____ Date: _____

_ _

(For office use only)

Approved: _____ Deposit: _____ Final Fees: _____

Disapproved: _____ Date Paid: _____ Date Paid: _____

Event Date: _____ Promotion Date: _____

Additional Notes:

_____

_____

_____

_____

_____

09/01/2026

FEE LIST

General Fees

Fees are for all non-FBC ministry related events. (i.e. family birthdays, community events, etc.)

Member Deposit

$150 cleaning deposit, refundable after completion of cleaning checklist or can be applied to cover the cost of cleaning services

Non-Member Fee

$150 cleaning deposit, non-refundable
$150-$300 usage fee based on location and length of event (due seven days prior to the event)

Large Events (for events with 75+ attendees)

$150 cleaning deposit, non-refundable
$150-$300 usage fee based on location and length of event (due seven days prior to the event)

NOTE: After Hours or Weekend (Friday PM-Sunday PM) cleaning deposit is $225 for any event

Wedding Fees

All wedding fees are non-refundable.

Cleaning Service

$225 per facility

Sound Technician

These fees should be arranged between the family and the sound technician. As a guideline, fees for a sound technician are usually $100 for the wedding rehearsal and $100 for the wedding service. If also required for the reception, a suggested amount is $25 per hour needed.

Musician(s)

These fees should be arranged between the family and the musician. As a guideline, fees for a vocalist range from $100-$200 and instrumentalists range from $200-$300. Travel reimbursement should be considered for musicians who travel 50 miles or more.

FBC Pastor (if officiating)

The Pastor does not charge a fee, but the family can give a gift if they so choose.

NOTE: All fees are subject to change for events booked more than 6 months in advance due to rising operational costs

ROOM ARRANGEMENT

This page must be completed to ensure appropriate setup.