

# Special Event/Building Use Form

Fernwood Baptist Church • 200 Fernwood Drive • Spartanburg, SC 29307

Office: (864) 582-7467 • Fax: (864) 582-7477

1. Organization: \_\_\_\_\_

2. Type of Function: \_\_\_\_\_

3. Date of function \_\_\_\_\_  
mm/dd/yy

4. Time needed: (include set up/clean up)

from: \_\_\_\_\_ until: \_\_\_\_\_  
hh:mm am/pm hh:mm am/pm

5. Anticipated number in attendance: \_\_\_\_\_

6. **Areas Requested** (Mark all that apply.)

Chapel

Sanctuary

Classroom(s) If so, which?: \_\_\_\_\_

Gym

Dining Hall

Kitchen (Partial) (Full)

Please Note: **Partial use** of the Kitchen assumes the need for counter space, sinks, icemaker, food warmers, refrigerator and dishwasher. If you require **full use** of Kitchen facilities (which includes stove and ovens), training and experience is necessary. If full use is requested, please describe the qualifications/experience of the person(s) using the equipment.

If you plan to use appliances, please list which ones: \_\_\_\_\_

7. Furniture and Equipment Needed

No furniture may be moved (due to insurance regulations) by anyone other than our custodian. This guideline includes the preparation of the tables and chairs in the Fellowship Hall and Gym areas. Therefore, if you plan to use tables and chairs in a non-standard configuration, please describe your needs below:

Number of Rectangle Tables (aprox. 8 ft length, up to 6 available): \_\_\_\_\_

Number of Round Tables (6 ft): (up to 25) \_\_\_\_\_

Number of chairs per round table:      6      7      8

Number of extra chairs: \_\_\_\_\_

Sports equipment needed: (please list) \_\_\_\_\_

Other equipment needed: \_\_\_\_\_

**GUIDELINES FOR USE OF BUILDING:**

- A. No nails, staples, thumbtacks, scotch tape, or wire may be used on any surface.
- B. No artificial platforms may be used, and no carpentry work may be performed at any place in the building.
- C. Smoking and alcoholic beverages in the facilities is strictly forbidden. The throwing of rice, bird seed, or confetti in any part of the church building or church property is prohibited.
- D. **MEMBERSHIP CLASSIFICATION:** To be classified as a member and receive member fees, you must be a current active member of Fernwood Baptist Church and on the membership roll (joined).

Additional requests/comments: \_\_\_\_\_

In consideration of Fernwood Baptist Church providing the undersigned organization or individual with a location for a meeting place on the church property, the organization agrees that the church will have no liability as a result of the independent meetings of the organization at the church property. Should any claim, suit, cause or action occur, the organization agrees to indemnify and pay the church for any and all costs, fees, damages, or charges incurred by the church.

Representative for organization: \_\_\_\_\_

**X** \_\_\_\_\_

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

Address \_\_\_\_\_  
\_\_\_\_\_

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**Office Use Only**

Fee assessed: \_\_\_\_\_

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

Representative for FBC: \_\_\_\_\_

**X** \_\_\_\_\_