

Zion Baptist Church FB Reservation Form

Responsible Party Reserving Facility: _____

_____ Check if Member of Zion

_____ Check if Non-Member of Zion

- Home Telephone # _____
- Mobile Telephone # _____
- Work Telephone # _____
- Email Address # _____

Date and Time of Event _____

Arrival Time _____ Departure Time _____

Type of Event Being Scheduled _____

Set Up Details

If set up anticipated on the day prior to the event (based on availability), please check here: _____

*circle am or pm

Approximate # of People Attending Event _____

- Number of Round Tables Being Used (maximum 2 available) _____
- Number of 8 foot Rectangular Tables Being Used (maximum 11 available) _____
- _____ Check if anticipate using kitchen

Ice maker on site and available for all events

Paper products available and provided for all church related events

- Note: No paper products provided for non church related events

Fees \$ 50.00 for Member _____ \$ 150.00 for Non-Member _____

Deposit \$ 50.00 for Member _____ \$ 50.00 for Non-Member _____

This form must be completed signed and returned to the Church Secretary, accompanied by any/all fees and deposit, prior to your reservation being confirmed. You will be notified by a FB Hostess that your reservation is confirmed and has been added to the calendar.

*I AGREE TO FOLLOW THE CLEAN UP CHECK LIST AS PROVIDED AND TO COMPLY WITH ALL
GUIDELINES FOR USING THE FELLOWSHIP BUILDING.*

SIGNATURE _____ **DATE** _____

Signature of Hostess Coordinating this event _____ Date _____