

FIRST AFRICAN BAPTIST CHURCH

2700 Hanes Avenue
Richmond, Virginia 23222



Building Use Request Form

[PC Use: Use the 'TAB' key to advance through the fields.]

**PLEASE USE ONE FORM FOR EACH EVENT/DATE
SCHEDULE EVENTS 30 DAYS IN ADVANCE
MINISTRY MEETINGS MAY SCHEDULE 2 WEEKS IN ADVANCE**

Church Administrative Office Hours: Tuesday – Friday 9:00am - 4:00pm

Evening meetings/events: Monday – Thursday (7:00pm – 8:30pm); Friday (*Special Events Only*) (7:00pm - 9:00pm)

Saturday – All Activities (8:00am - 1:00pm); Ministry Activities (4:30pm - 7:30pm)

Today's Date (*Month/Day/Year*)

Requestor's Name (POC): (*First & Last Name*)

Daytime Phone: (*Include Area Code*)

Evening Phone: (*Include Area Code*)

E-mail Address: (*If Applicable*)

Organization Name:

Requested Date: (*Month/Day*) *Day of the week*

Requested Times:

Start: AM PM

End: AM PM

Alternate Date: (*Month/Day*) *Day of the week*

Alternate Times:

Start: AM PM

End: AM PM

Monthly Meeting: Yes No

Number of Participants:

Time & Task Outline Document Yes No

Specify Food Service: (*If Applicable*)

Equipment Needed:

TV & VCR

Laptop

Projector

Overhead/ Transparency / Microphone

Conference Room/Other _____

Request Use Of Fellowship Hall

Requests Food Service From

Culinary Arts Ministry

Purpose of Meeting:

Length of Meeting: (*i.e., 1 hour, 1 1/2 hours, 2 hours*) _____

Thank you for your request. Please return the completed request form via e-mail to: firstabc2700@gmail.com or
Fax to 804-321-5939. You will be notified only if space is NOT available.

FOR CHURCH OFFICE USE ONLY

Church Administrator/Facility Manager: Approved Not Approved Date: _____

Approval Signature(s):

Notes:

BUILDING USAGE FEE STRUCTURE

| | |
|--|--|
| Building Supervisor of Kitchen and Facility (Lead Custodian) | \$9.50/hr. |
| Custodial Services/hour | \$9.50/hr. |
| Sound Personnel | \$50.00 flat fee/may vary |
| Outside Security Guard with Side Arm | \$30.00/hr. |
| Outside Security Guard w/o Side Arm | \$27.00/hr. |
| Off Duty Policeman | \$42.00/hr. |
| Police Squad Car | \$35 + hourly rate for Off Duty Policeman |
| Utilities (Electricity & Water) | \$21.25/hour for an event of 75- people \$25.00/hour for an event of 75+ people |

FABC ROOMS (FOUR HOUR) BUILDING USAGE FEE

| | Non Mem. | Inact. Mem. | Act. Members |
|--|-----------------|--------------------|---------------------|
| Sanctuary | \$300 | At Cost | ***Donation |
| Fellowship Hall | \$250 | At Cost | ***Donation |
| Fellowship Hall with FABC Kitchen Staff (Food not included) | \$300 | At Cost | ***Donation |
| Fellowship Hall with Licensed Caterer | \$250+ | | |
| Library | \$50 | At Cost | ***Donation |
| 2 nd Level Classrooms – Per room Use | \$50 | At Cost | ***Donation |
| 2 ND Level Music Room | \$75 | At Cost | ***Donation |
| 2 nd Level Assembly Room | \$75 | At Cost | ***Donation |
| Security Deposit (Conditional Refund) | \$150 | \$150 | \$150 |
| Funerals | At Cost + *B/U | At Cost | **No Charge |

*B/U = Building Usage Fee From B/U Chart above.

**For Active Members, "No Charge" for funeral service includes facility usage, FABC musician, custodial services.

***Minimum donation requested to cover required personnel.