



Baptist Temple Church

1101 Clover Street
Rochester, NY 14610
Phone: 585-473-3200
Fax: 585-473-5929

Date Received: _____

www.bapttempl.org

Building Request Form

Name of Organization: _____

Purpose of Event:

Date of Event: from _____ to _____

Time of Event from _____ to _____
a.m. or p.m. a.m. or p.m.

Estimated Attendance: _____

Contact Person:

Rooms / Areas Requested:

Name	_____	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> *Check here if you wish to have the room setup.
Address	_____	<input type="checkbox"/> Kitchen	
City / State	_____	<input type="checkbox"/> Sanctuary	
Zip / Post Code	_____	<input type="checkbox"/> Chapel / Conference Room	
Phone	_____	<input type="checkbox"/> Class Room	
Fax	_____	<input type="checkbox"/> Green Room	
Email	_____		

Additional Requirements: _____

* Custodian fee must be paid by all users of the Fellowship Hall and the Sanctuary.

See the back of this form for information on "Building Use Fees".

For Office Use Only

Approved By: _____ <i>Frank Creek, Building Superintendent</i>	Date: _____
Approval for Weddings/Funerals: _____ <i>Rev. Arlen G. Vernava, Pastor</i>	Date: _____
Custodial Arrangements Made: _____	Date: _____
Fee Required: \$ _____	Fee Paid: _____

**BAPTIST TEMPLE
BUILDING USE FEES**

Nature of Use:

Meetings

- A. Serving spiritual or social or physical needs, ABC events, Board of elections, etc. with NO ADMISSION CHARGE.
- B. Same as A, but with ADMISSION CHARGE.
- C. Cultural, political, civic or educational groups with NO ADMISSION CHARGE.
- D. Same as C, but WITH ADMISSION CHARGE.
- E. Commercial or for profit groups, such as craft fairs, etc.

Weddings

- F. Non-member (must also pay honorarium to the Pastor and fees to the Organist and to the Custodian.
- G. Church members are expected to pay fee to the Organist and to the Custodian. (Should discuss honorarium with the Pastor.)

Schedule of Fees for Rooms

The space must be available and user(s) should first contact the Administrative Assistant to see if space is available for the dates desired. Checks for use should be made out to Baptist Temple and all fees must be paid before the event!

	A	B	C	D	E	F	G
Fellowship Hall / Kitchen <i>126 people</i>	\$0.00	\$0.0	\$100.00	\$200.00	\$475.00	\$325.00	\$0.0
Green Room <i>15 people</i>	\$0.00	\$40.00	\$40.00	\$40.00	\$40.00	\$0.00	\$0.00
Chapel / Conference Rm <i>35 people</i>	\$0.00	\$50.00	\$50.00	\$100.00	N/A	\$100.00	\$0.00
Class Room <i>15 people</i>	\$0.00	\$25.00	\$40.00	\$40.00	\$25.00	N/A	N/A
Sanctuary <i>300 people</i>	\$0.00	\$150.00	\$150.00	\$200.00	N/A	\$325.00	\$0.00

***Schedule of Fee for Services**

The checks for services should be made out to the individuals and NOT the Baptist Temple.

CUSTODIAN fee must be paid by all users of the Fellowship Hall and the Sanctuary.	\$50.00 per room
ORGANIST – minimum fee (without soloists) with one rehearsal and wedding.	\$150.00
PASTOR	\$200.00

These fees are guidelines. Individuals or parties should discuss fees with the Property Dept. or the Pastor.