



FIRST BAPTIST CHURCH
BOWLING GREEN

Application to Reserve First Baptist Church Facilities

Organizations / Groups not sponsored by First Baptist Church will need to provide a copy of a certificate of insurance listing "First Baptist Church, Inc." as a "Named Insured" along with any required deposits at least two weeks in advance of an approved event.

Date of Application: 1/15/26

Name of Organization / Individual requesting use of FBC facilities:

Kentucky Baptist Convention Children's Choir (Roxanne Nanney)

EVENT COORDINATOR CONTACT INFORMATION

Name(s): Roxanne Nanney

Phone Number(s): 502-777-9697

E-Mail address: rnanney@bhtel.com

EVENT INFORMATION

Name / Description of Event: Final Concert for KBC Children's Choir

Date(s) Requested: April 26, 2026

Estimated Number of People Attending: 200-300

Single Event

Weekly use of specific rooms/areas for regularly scheduled program

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Requesting use of most/all church facilities (Specifics to be determined)

Room(s) Requested (Map available to help with request):

Sanctuary
Access to rest rooms

Event Times:

Start Time: 2:30 PM End Time: 3:30 PM

Arrival Time for Setup: 1:30 PM Departure Time after Cleanup: 4:00 PM

Parking Needs

Vehicles Expected 80-100 Large Vehicles? (tour bus / Box Trucks / Trailers) ___ Yes NO

If Yes, any special parking needs? _____

Access & Building Entry

Do you need come and go access for your group? Yes ___ No If "Yes", your group may need to provide door monitors as we cannot leave doors unlocked and unattended.

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o Key FOB's needed for leaders for access after office hours? ___ Yes ___ No Which doors? _____ What time frame do you want access? _____

TECHNICAL SUPPORT

Do you need a technician(s) to support your event? Yes ___ No

Does your event have special power needs? ___ Yes No If yes, provide technical specifications.

Describe / List out the technical needs for your event (use separate sheet if needs are extensive): _____

*- We will need someone to run sound
we'll need 2 microphones for speaking and a few
instrumental mics (can provide specifics closer to date)
- a digital recorder would be great!*

Staffing & Support

Custodial support ___ AV Technician Private Security ___ Administrative ___

Once we know the needs of your event we can provide a quote for staffing fees.

Other Setup Needs

Tables - Round ___ Banquet ___ Chairs ___ Signage ___ Staging _____

Describe any special setup needs: _____

FOOD SERVICE / KITCHEN USE

Do you plan to serve food / drink at your event? YES NO

Do you plan to use the Kitchen area? YES NO Will you use an outside caterer? YES NO

If "yes", what is the name and contact info for your caterer? _____

An FBC staff member, or approved representative, trained on FBC's kitchen gear must be present when any kitchen equipment is used. Dishwashing equipment is to be used by FBC staff only. The caterer or food coordinator for your event must contact the church office to understand the areas available for use. The caterer / food coordinator must clean the kitchen facilities after use and leave them in the same condition as before they were used.

Other Details / Requests for the event (please attach additional notes to your application if needed):_

DISCLAIMER: Inclusion of a request does not guarantee that the church will provide the requested service or resource. Some services require reimbursement or external arrangements. Submission of this application does not guarantee approval.

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Approved? (Circle) Yes No Date of Decision: _____ By: _____

Deposit / Fees Assessed (Circle) Yes No If so, what amount: \$ _____
