



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: _____

Name of Organization / Individual requesting use of FBC facilities:

Kentucky Music Educator Assoc. District 3

EVENT COORDINATOR CONTACT INFORMATION

Name(s): Tiffany Harrington

Phone Number(s): 270-792-4510

E-Mail address: tiffany.harrington@warren.kyschools.us

EVENT INFORMATION

Name / Description of Event: Large Ensemble Vocal Assessment

Date(s) Requested: March 12-13, 2026

Estimated Number of People Attending: 900

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, Stage, Narthex, Parlor, Social Center, Choir Rehearsal Room, Balcony (Possibly the Studio?)-We would need either the studio or parlor but not both.

Event Times:

Start Time: 9 am

End Time: 4 pm

Arrival Time for Setup: 7:30 am

Departure Time after Cleanup: 5pm

Parking Needs

Vehicles Expected 10 cars Large Vehicles? (tour bus / Box Trucks / Trailers) Yes NO

If Yes, any special parking needs? School Buses will be in and out throughout the day

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.

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 need audio for a speaker to announce each group. We need a sound person to record each group and provide recordings to the coordinator.

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: _____
recording and microphone needs. If possible, could we have risers set up on the stage?

We will need music stands in the three main spaces. We will need a few chairs in case we have to accomodate students who can't stand. We will need tables for food in the parlor or studio. We will need music stands or tables in the balcony for the judges. We will need a table and chair in the Social center and open floor space.

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? We will bring in prepared snacks for the judges and helpers.

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):
We will not use the Kitchen.

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.

FOR OFFICAL USE ONLY-----

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

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