



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: 10-29-25

Name of Organization / Individual requesting use of FBC facilities:

Carson-Newman A Cappella Choir

EVENT COORDINATOR CONTACT INFORMATION

Name(s): Brandon Hollihan

Phone Number(s): 513-348-8326

E-Mail address: bhollihan@cn.edu

EVENT INFORMATION

Name / Description of Event: A Cappella Choir Concert

Date(s) Requested: 3/5/26

Estimated Number of People Attending: 36-38 singers / 100 attendees

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
- Fellowship Hall for Meal
- Two separate changing rooms

Event Times:

Start Time: 7:30 pm EST

End Time: 8:30 pm EST

Arrival Time for Setup: 5:30 pm

Departure Time after Cleanup: 9 pm

Parking Needs

Vehicles Expected 1 Large Vehicles? (tour bus) / Box Trucks / Trailers Yes NO

If Yes, any special parking needs? No

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 might need screens to run sound w/ microphone usage.

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: _____

We will need a maximum of 40 chairs in the sanctuary for the choir to sit, and access to a piano as well. I'll have the exact number of singers in later January.

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? _____

Asking for a meal to feed choral students.

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.

FOR OFFICAL USE ONLY-----

Approved? (Circle) ___Yes ___No Date of Decision: _____ By: _____

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