

- Note:
- Payment is due prior to the event. Please make check payable to "First Baptist Church".
 - Payment will be refunded if cancellation notice is given 30 days before the event.
 - You will be given a check-list that you need to fill out as you clean and rearrange the room or area you are using.
 - All rooms should be left clean and arranged as found.
 - Any equipment should be returned to the designated location.
 - Please leave the checklist in the room that was used.
 - Be sure to turn off lights, close the door(s) to the room(s) being used and make sure everyone has left the building.