

Birthday Party Reservation

LAST, FIRST NAME

Birthday Girl/Boy

Adult(s) In Charge

Phone

E-mail

Date Requested

Start/End Time (include set up and clean up time)

Yes No

Number of Guests

Will Food Be Served?

NOTE: All food and drinks must remain in the Café Area. Party is responsible for collecting and throwing away trash. Requesting:

- Basketball Court
- Game Room
- Assorted Balls
- Other _____

- Volleyball Court
- Softball Field
- Café Area

PARTY DATE

Date Application Submitted

Date Application Approved

PLEASE READ CAREFULLY:

I understand that this form is representative of a request for a desired party date, and does not guarantee the availability of that date. I have read the guidelines for the Birthday Party Reservations, and I agree to abide by all the policies and procedures at the FLC.

Signed: _____ Date: _____

You will be contacted by a member of the FLC Staff as soon as possible.

PAID/DATE

Group Reservations for Birthday Parties

Available for reservation by CFBC members only.

The church member making the reservations must be present at all times.

Requests for reservation must be submitted at least 2 weeks in advance of the party date by completing the appropriate form and waiver available at the FLC Welcome Desk.

Requested dates are subject to availability.

All scheduled FLC and CFBC activities take precedence over scheduled parties.

There is a \$50 reservation fee for the first 2 hours and \$25 per each additional hour.

Arrival and departure time must be strictly observed by the visiting group.

Each participant must have a completed liability waiver.

Participants 17 and under must have their form signed by their parent or legal guardian.

Groups are required to adhere to the policies and procedures of the FLC.

Party times are limited to FLC operating hours.

Groups are responsible for setting up before and cleaning up after the party.

Groups are responsible for providing an adequate number of sponsors. One adult for every 5 children for the 3rd grade and under, and one adult for every 10 youth from the 4th through the 12th grade.

The FLC provides use of one of the gyms, tables/café area, game room, balls, volleyball net, wallyball, and/or the use of the softball field.

Groups are responsible for planning, implementing and supervising their own activities.

To schedule events other than birthday parties, contact the Facilities Manager of CFBC at 281-440-3800.