

# FACILITY USE REQUEST

All persons or groups wishing to use any First Baptist Church (FBC) facilities **must submit the attached request application no later than 14 days prior** to the event. No event shall be scheduled to concur with worship services or other planned activities of the church, i.e. - Sunday mornings or Wednesday evenings, etc.

Any activity deemed by the staff and/or Administrative Committee to be detrimental to the mission of the church will not be approved. Only non-profit activities will be considered for approval.

**Smoking and/or alcohol are not permitted** on First Baptist Church (FBC) property.

All individuals participating in an approved event will limit their use to areas indicated on the request application.

## FEES & RESPONSIBILITIES:

**Active FBC members** requesting use for FBC related functions such as bible study, committee meetings, Sunday School luncheons, etc. **MUST submit a request, but will not be charged.**

- The following *daily* fee schedule applies to all individuals and/or organizations wishing to use the facilities for non-FBC related functions. Fees are subject to change and approval is at the discretion of the FBC staff.
- Weddings and related events should refer to the FBC Wedding Guidelines for forms, fees and procedures.
- An additional janitorial fee of \$250 will be charged for weekend set-up or in the event of additional required clean-up.
- If child care is requested, FBC child care providers **MUST** be used and paid at an hourly rate of \$15 per hour with a minimum of two workers at two hours per worker.
- Each group approved to use the facilities will be responsible for;
  - **calling the church office 2 business days prior to event for access code** and instructions.
  - **removal of all trash** to the dumpster located in the south parking lot.
  - **cleaning area thoroughly** (unless janitorial services were requested and paid).
  - **turning off all lights.**
  - **securing the building properly** - confirming that all doors are locked after use.

Failure to do so will result in a \$250 fee and may prohibit use of the facility in the future.

Number of Participants	Fellowship Hall (max 130) & Kitchen		Playspace (max 30) Classroom (max 75) (per room)		CLC (Gymnasium & Activity Room)	
	FBC member sponsored	Non-member sponsored	FBC member sponsored	Non-member sponsored	FBC member sponsored	Non-member sponsored
1—50	\$50	\$350	\$25	\$150	\$300	\$750
51—100	\$150	\$550	\$75	\$250	\$400	\$1000
100—200	\$250	\$750	N/A	N/A	\$500	\$1250
200+	N/A	N/A	N/A	N/A	\$600	\$1500

**The attached request application must be filled out completely and returned to the church office with a 50% deposit 14 days prior to the start date of the event.**

# FACILITY USE REQUEST

**PLEASE PRINT**

Date of Request: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Estimated Maximum Attendance: \_\_\_\_\_

Event: \_\_\_\_\_ (luncheon, membership meeting, social gathering, etc.)

• Event Date: \_\_\_\_\_

(If recurring Event) Start Date: \_\_\_\_\_ and End Date: \_\_\_\_\_

(Check One)  Weekly  Monthly  Seasonal  Year round  Other: \_\_\_\_\_

• Event Start Time: \_\_\_\_\_ and End Time: \_\_\_\_\_

• Set Up Start Time: \_\_\_\_\_ and Clean Up End Time: \_\_\_\_\_

Contact person: \_\_\_\_\_

\_\_\_\_\_

Cell Phone

\_\_\_\_\_

Home Phone

\_\_\_\_\_

Address

\_\_\_\_\_

Email

**FACILITIES & SERVICES REQUESTED:** (Please check all that apply)

Church Parlor (Rm #104)

CLC Activity Room

Fellowship Hall

CLC Kitchen

Kitchen

Gymnasium

will  will NOT use cooking equipment

Classroom # \_\_\_\_\_

Other \_\_\_\_\_  
please specify

Special room arrangement required (please attach diagram)

Janitorial services will be required

Additional Information: \_\_\_\_\_

**CHILD CARE:**

Needed  Not required.

If needed, you must give the church **two weeks notice** prior the event to assure coverage.

**Total Cost:** \_\_\_\_\_

**Deposit Paid:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_ **Balance Paid:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read the Facility Use Request and agree to abide by ALL policies and procedures. I understand a fee is charged for all non-FBC related functions and agree to pay additional charges that may be imposed for extra services and incidentals.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_