



Building Use Request Form

Name of Person Responsible _____

Address _____ City/Zip _____

Phone _____ Email _____

Event _____

Date(s) Requested *(Include times for set up/prep work/decorating/clean-up/etc.)*

Day/Date _____ Start Time _____

Day/Date _____ End Time _____

Facilities Requested

_____ Activity Center

_____ Kitchen

_____ Auditorium

_____ Classrooms (# _____)

_____ Nursery

_____ Other _____

Do you need a key? No Yes--*Arrangements must be made with office 2-3 days in advance.*

FACILITY USE GUIDELINES

- Building may only be rented/used for personal use by members and regular attendees of FBC.
- Building may be used for church sponsored events at no charge.
- Building may not be used for events to obtain personal profit or monetary gains.
- Smoking and alcoholic beverages are prohibited on the premises at all times.
- Disposable kitchen items are not for personal use.
- Rental availability will be contingent on previously scheduled events and approval by Leadership.
- Confirmation of rental will be communicated after approval.

CLEAN UP GUIDELINES

- Clean and return any equipment/supplies to proper locations
- Clean any areas used (wipe down/vacuum/sweep/mop/etc.)
- Remove trash and put in dumpster
- Remove all personal and leftover items
- Check bathrooms for cleanliness and re-stock if needed
- Hang dish towels to dry or launder and return within a couple of days
- Close windows/turn off lights/lock doors
- Leave areas in same (if not better) condition and set up as they were found before use
- Return key to drop slot by office after event

FEES

- Rental fees/deposits must be submitted with the application to reserve the date.
- Deposit fees are refundable and will be returned (minus any fees) after review of the facilities.
- If using any FBC sound/power point equipment, an approved operator must be present during use.
- The Stage Reset Fee will be waived if 2-3 people are provided to assist the sound operator in resetting the stage equipment immediately after use.
- If paying by check, please include **SEPARATE** checks for
 1. Rental – made out to FBC
 2. Deposit – made out to FBC
 3. Sound/Power Point Operator/Stage Reset – made out directly to individual providing service
- The honorarium for Pastor/Musicians/Others is not included in the fees. (recipient's responsibility)

Please calculate charges based on one of the following tables:

General Use Rental Fee	Charges
# of days x \$20	
Deposit	\$20
TOTAL	



Wedding/Special Event	Deposit/Fee	Charges
Auditorium Deposit	\$100	
Educational Building Deposit	\$75	
Sound Operator Fee	\$50	
Power Point Operator Fee	\$50	
Stage Reset Fee	\$50	
TOTAL		

I have read the guidelines for the use of the facilities at First Baptist Church. I agree to assume responsibility for the facility and have included the rental/service fees and a deposit with this form. I also agree to pay for any and all damages that may occur beyond the deposit fee.

Signature

Date

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**OFFICE USE:**

**Rental Fee:** Date Paid \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_

**Deposit Fee:** Date Paid \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_

Date Returned \_\_\_\_\_ Recipient's Signature \_\_\_\_\_

**Operator Fee:** Date Paid \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_

**Key:** Date Picked Up \_\_\_\_\_ Date Returned \_\_\_\_\_

Signature of Person responsible for key \_\_\_\_\_

**Building Use Approval:** \_\_\_\_\_

(Deacon Board Representative)