



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
\$20 per Day	
+ \$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 above 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. User agrees to hold harmless, indemnify, and defend FBC from any and all liability for injury or damage regardless of whether such injury or damage results from the negligence of FBC.

Signature Date

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)