

FIRST BAPTIST CHURCH
Building Use Request Form

Today's Date: _____ Date Reserved For: _____

NAME: _____

ADDRESS: _____

PHONE: _____

PURPOSE OF USE: _____

FACILITIES REQUESTED: Auditorium _____
Activity Center _____
Kitchen _____

PICKED UP KEY _____ RETURNED KEY _____

Use of facilities may not be for profit or monetary gain. All equipment, tables, chairs, kitchen supplies will be left as found prior to using the building. No smoking is allowed and no alcoholic beverages may be served.

I have read the request form for the facilities, rental fees & deposit fees (on back). I agree to assume responsibility for the facility, and have included the rental fees and the deposit fees with this form. I also agree to pay for any and all damages that might occur.

SIGNED: _____

APPROVED BY PROPERTY COMMITTEE CHAIRMAN: _____

(Completed and approved form to be filed in church office.)

DEPOSIT RETURNED: Date _____ Signed: _____

BUILDING USE FEE WORKSHEET

Functions by First Baptist Church supported ministry - no charge for use of facilities.

Building Fees:

<u>Event</u>	<u>Facility</u>	<u>Regular Attendee &</u>		<u>Deposit</u>
		<u>Member Fee</u>	<u>Non-Member Fee</u>	
*Wedding	Sanctuary	N/C	\$150.00	\$100.00
	Activity Center	N/C	150.00	75.00
Family Parties & Dinners	Sanctuary	20.00	Not available	20.00
	Activity Center	20.00	Not available	20.00
Funerals	Sanctuary	N/C	50.00	N/A
	Activity Center	N/C	100.00	N/A

***A wedding application required for all ceremonies and receptions.**

****All other functions will be at the discretion of the deacons.**

Personnel Fees:

Organist: 75.00 75.00

Sound Operator: 50.00 50.00

If our sound system is going to be used for your service, one of our Approved sound operators must participate in your rehearsal and wedding.

FEES: All Fees Must be submitted with this Application

DEPOSIT: Families or individual shall submit deposit with their application to assure that the equipment and facilities are clean and in proper order after their event. This deposit (minus any fees) will be returned to the couple or family after a review of the facilities by the custodian or Property Committee member.