

**FIRST BAPTIST CHURCH OF CHRIST  
FACILITY USE REQUEST FORM**

Group or Individual requesting use: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ If recurring - Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Time including Set up and Tear Down: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Members who will be present: \_\_\_\_\_

\_\_\_\_\_ I will need access to the building \_\_\_\_\_ I have access to the building (key)

\*Facilities needed (please check all rooms you plan to use):

\_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Great Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Library \_\_\_\_\_ Choir Room

\_\_\_\_\_ Classroom(s) How many? \_\_\_\_\_ \_\_\_\_\_ Conference Room \_\_\_\_\_ Sanctuary

\*Equipment needed:

\_\_\_\_\_ TV/DVD \_\_\_\_\_ Projector \_\_\_\_\_ Sound System \_\_\_\_\_ Coffee pot

\_\_\_\_\_ Piano ((Requires Permission of Music Staff)) \_\_\_\_\_ Organ ((Requires Permission of Music Staff))

\_\_\_\_\_ Live stream/Zoom

**Use Guidelines. Signature of this form indicates acceptance of all applicable fees and guidelines on back.**

Please explain activity to be held: \_\_\_\_\_

Estimated number of people involved: \_\_\_\_\_

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

Please Initial \_\_\_\_\_

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility.  
**(See "Fees, Responsibilities after Building Use & Kitchen Etiquette" – reverse side)**

\_\_\_\_\_ Signature of Responsible Party \_\_\_\_\_ Date

For office use only:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

CC: \_\_\_\_\_ custodian \_\_\_\_\_ office \_\_\_\_\_ building \_\_\_\_\_ ministry coordinator \_\_\_\_\_ other

## FEES

### Member & Non-Member:

Custodian - \$25 per hour

Audio Visual Technician - \$25 per hour or \$250 for a wedding

### Additional Fees for Non-Members:

Sanctuary - \$1200

Great Room - \$250

Fellowship Hall & Kitchen - \$500

## RESPONSIBILITIES AFTER BUILDING USE

Please note that it is the responsibility of the group or individual using the facility with the help of a custodian to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into trash cans.
2. Wipe off tables. If stains occur on tables or floors please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please place all dishes in the wash station in the kitchen. Take all extra food and beverage with you unless specific plans for usage have been made with the kitchen staff. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked and lights are off.

**Please attach a table layout for any special setups. Maximum seating in Fellowship Hall is 152. We have 19 round tables with 8 chairs. We also have 6 eight foot tables that can be used as serving. Kitchen equipment can only be used by church employees.**

## KITCHEN ETIQUETTE

Use of the kitchen requires coordination with a member of the food services committee. The committee member will communicate kitchen use polices with the group or individual requesting use.

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_

Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_

Helpers: \_\_\_\_\_ Phone: \_\_\_\_\_