

# Request for Use of Church Facilities by Outside Groups

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These policies shall apply to the use of First Baptist Church facilities by outside groups who are not directly connected to the programming of First Baptist Church. Even if members of First Baptist Church are part of these groups, charges shall apply.

1. All groups requesting use of the facilities must complete a Request for Use of Church Facilities form and return it to the Minister of Education.
2. Approval of use of facilities is made each Tuesday morning at Staff Meeting. All requests will be posted on the church calendar when approved and the person making the request will be notified.
3. Requests shall be granted on a first come, first served basis and will be approved if existing church programming, events, and schedule will allow it. Requests are also based on the availability of custodial personnel needed for set up and clean up.
4. Church facilities are not available to outside groups during Holy Week (March-April) and on weekends. During May and December availability is very limited. Outside events can only be scheduled on Monday or Tuesday evenings.
5. Use of the kitchen shall be approved by the Food Service Director or staff liaison to Fellowship ministry. Any group using the kitchen shall receive instructions concerning the use of equipment and clean up.
6. The Family Life Building Auditorium stage is not available for use.
7. The Family Life Building Auditorium portable stage will not be removed but is available for use.
8. Ice from the kitchen ice machine is available at no charge.

The following fees apply for usage of FBC facilities by all outside groups and are due one week prior to the event:

Sanctuary	\$200
Parlor	\$ 25
Small Meeting Room	\$ 25
Family Life Building Auditorium	\$150
Kitchen Use for Catering Prep Only	\$ 0
Kitchen Usage (oven, dishwasher, dishes, etc)	\$ 50
Scout Lodge	\$ 75
Gymnasium	\$100

The following fees also apply, and will be billed following the event:

Custodial Staff Fee	\$ 15 per hour (from time first person arrives until last person leaves)
Food Service Staff Fee	\$ 15 per hour if FBC kitchen is used for cooking, dishwasher, etc) (from beginning of event until our staff cleans kitchen)
Tablecloth Usage Fee	\$ 3 per tablecloth used
Childcare Fee (2 hour event)	\$ 25 per worker (at least 2 FBC childcare workers are needed) (plan for 2 workers for each 5 children) (if additional hours are needed, see FBC Childcare Coordinator)
Sound/Video Technician Fee	\$ 25 per hour, including set up or rehearsal time (if only 1 microphone is needed, no technician is needed) (if video system is used, an FBC sound tech must be used)
Coffee/Tea Usage Fee	\$ 50 for up to 250 people
China, Cups, Glasses, Tableware Fee	\$ 50 for use of our china, glassware, and utensils

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## FIRST BAPTIST USE ONLY

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Date Approved or Denied: \_\_\_\_\_ Fees Paid: \_\_\_\_\_

Date Person/Group Contacted: \_\_\_\_\_

Custodian Assigned: \_\_\_\_\_

Kitchen Staff Assigned: \_\_\_\_\_

Revised by Properties Committee 8/19/09  
Effective Immediately

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## General Information

Name of Group or Organization: \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_

Address of Person in Charge: \_\_\_\_\_

Contact # for Person in Charge: (        ) \_\_\_\_\_

Requested date of Event: \_\_\_\_\_

Alternate date of Event: \_\_\_\_\_

Type of Meeting: \_\_\_\_\_  
(please specify as banquet, seminar, meeting, etc)

Beginning time of Event: \_\_\_\_\_

Ending time of Event: \_\_\_\_\_

Beginning time of Set-Up for Event: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Please check the box next to the room you are requesting:

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> Sanctuary    | <input type="checkbox"/> Parlor         | <input type="checkbox"/> FLB Auditorium     |
| <input type="checkbox"/> Scout Lodge  | <input type="checkbox"/> FLB Kitchen    | <input type="checkbox"/> FLB Gymnasium      |
| <input type="checkbox"/> Room 106     | <input type="checkbox"/> FLB Hobby Room | <input type="checkbox"/> FLB Meeting Room A |
| <input type="checkbox"/> Other: _____ |   |   |

Will a meal or refreshments be served?       Yes       No

If yes, will it be catered?       Yes       No

Will kitchen be needed for more than prep?       Yes       No

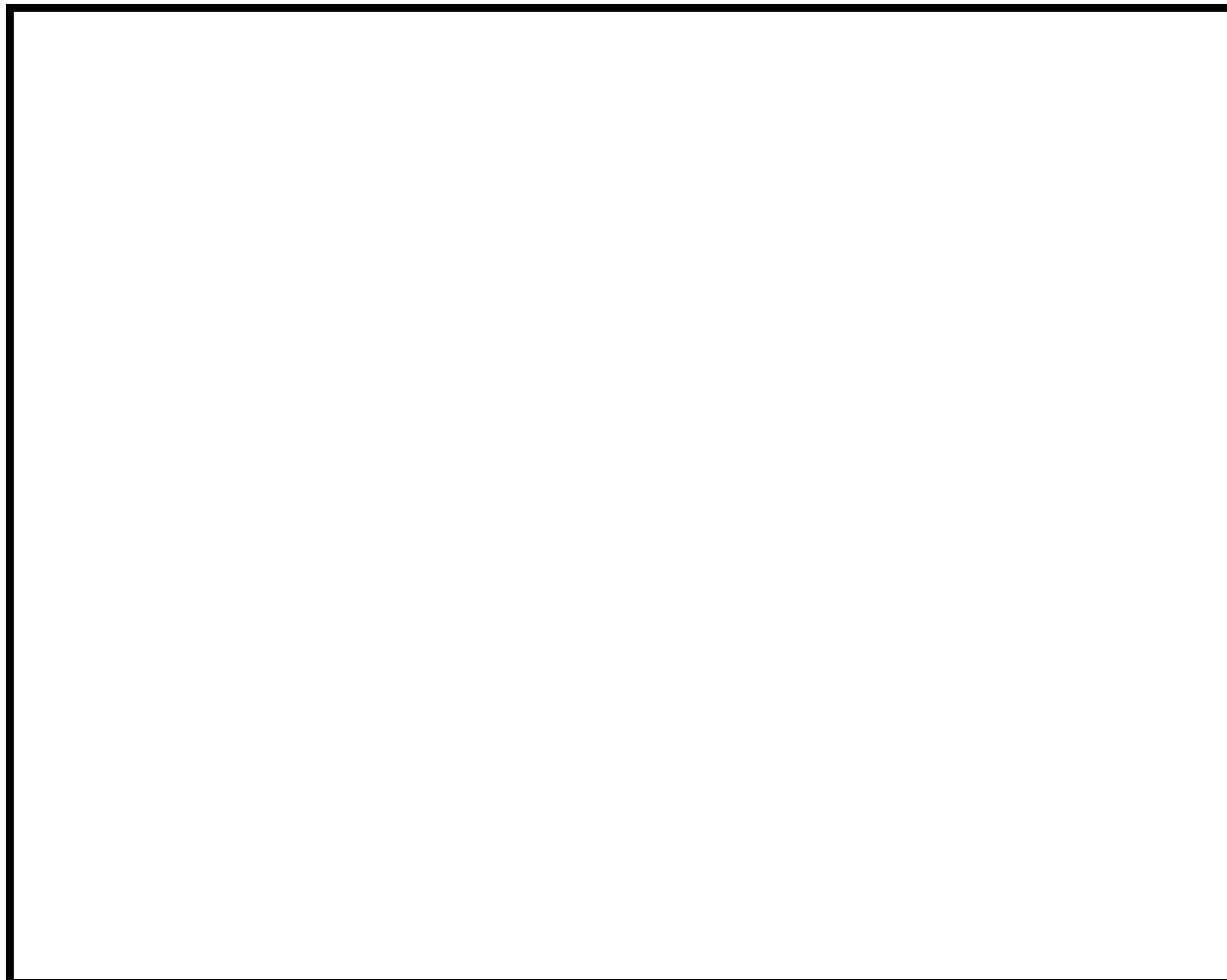
Caterer Information:      Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

# Request for Use of Church Facilities by Outside Groups

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Pease draw a diagram of the table and seating arrangements:



## Tables Available:

24 60" Round Tables that seat 6-7  
20 8' Tables that seat 8  
24 Round Tablecloths in Gold or White  
20 Long Tablecloths in Gold or White

## Advertising to Community

If this event will be publicly advertised, the church must give approval to the advertising in advance.  
(attach copy of advertising if event is open to the public)

PLEASE RETURN ALL 3 PAGES