

FACILITY USE REQUEST FORM

Please print legibly & answer all questions that apply

First Baptist Church is committed to fostering strong relationships by serving the community in which God has placed us. One way we choose to do so is by making our campus buildings available to both church and related Christian ministries as well as community groups and interested individuals.

Groups and individuals may apply for usage of FBC’s Campus up to six months in advance of the requested date (exception – weddings). Also eligible to apply is any FBC member or FBC-sponsored group attempting to forge new or strengthen existing relationships with individuals in our community.

Scheduling of a program or event is subject to availability. The Community Campus Team will give final approval of all groups, programs, and events one to two weeks from the time of submission.

Guidelines for Usage

- All days and times could be available upon approval except for two time slots: Saturday from 9pm to Sunday 2pm; and Wednesday evenings from 4pm to 9pm.
- Leave rooms as good as you found them.
- Please report any damage.
- Gym floor use: Must use non-marking sneakers and dry mop afterwards, or have the covering laid out by our staff (\$20 per hour for set up).

Name of Group _____

Contact Person responsible for event _____

Address _____

Phone _____ Email _____

When – Date(s) _____ Day(s) _____

Time of first arrival _____ Time of last departure _____ Size of group _____

Where - Spaces/Rooms requesting: _____

What - Description of the Event: (if available, please also attach any brochure that gives us a bigger picture) _____

Your contact person will hear from the Office Administrator within 1 to 2 weeks as to whether or not your event has been approved. Please see other side for Fee Schedule.

FEE SCHEDULE

FBC SPONSORED

All programs and events sponsored by First Baptist Church must provide security & custodial personnel to be approved by the Community Campus Team. Otherwise, the security & custodial fees will apply. **Before you submit this request**, please talk with and obtain a **signature** on this form from the pastor who would naturally oversee this event. **Authorizing Pastors signature:** _____

OTHER EVENTS

All programs or events sponsored by non-profit organizations, as well as weddings & memorials for individuals will pay the security & custodial fees, any 'if needed' fees, applicable room usage fees, and a refundable damage deposit. For memorials, weddings, & wedding receptions, see the office for the additional personnel fees.

FACILITY USE FEES APPLICABLE TO ALL REQUESTS:

- Refundable Damage Deposit \$300 (Additional charges may apply if damages occur beyond the \$300). *“Damage” defined: broken fixtures, carpet stains, torn or stained upholstery, etc.*
- Security Fee \$20 per hour
- Custodial Fee \$105 first 3 hours / \$35 each additional hour

If needed:

- Set-up Fee..... \$20 per hour (minimum of 2 hrs)
- Media / Audio Usage by our tech crew..... \$80 per hour per person needed

FACILITY USE FEES APPLICABLE TO NON-MEMBERS:

- Gymnasium..... \$40 per hour
If needed, gym floor covering..... \$20 per hour for time to lay down and roll up
- Cascade Room (with kitchen)..... \$30 per hour
- Youth Rooms..... \$30 per hour
- Elementary Rooms..... \$30 per hour
- Classrooms..... \$15 per hour
- Entire Community Center..... \$800 (maximum 8 hours)
- Pacific Room/Café Room/ Kitchen..... \$200 first 3 hours / \$50 each additional hour
- Worship Center..... \$300 first 3 hours / \$50 each additional hour
- Social Hall..... \$200 first 3 hours / \$50 each additional hour
- Social Hall with Kitchen (limited use)..... \$250 first 3 hours / \$50 each additional hour