

Event Scheduler

First Missionary Church

Event: _____ Requested by: _____

Date – From: _____ To: _____ Repeat Event: _____

Set Up: _____ am/pm Start: _____ am/pm End: _____ am/pm Tear Down: _____ am/pm

Event Location (based on staff approval)

- | | | | |
|--|--|---|------------------------------------|
| <input type="checkbox"/> Chapel: _____ | <input type="checkbox"/> Class Room: _____ | <input type="checkbox"/> Gym-Half/Whole | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Student Hub | <input type="checkbox"/> Student Worship | <input type="checkbox"/> Fell. Hall-West/East/Whole | |
| <input type="checkbox"/> Coffee Area | <input type="checkbox"/> Conference Room | <input type="checkbox"/> Main Foyer | <input type="checkbox"/> Sanctuary |
| <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Transit / Bus / Old Van | |

☐ OFF CAMPUS LOCATION: _____

Number attending: _____ Driver: _____

Staff person coordinating event with:

- ☐ Rick ☐ Mike ☐ Kate ☐ Bethany ☐ John G ☐ Dathen ☐ Logan ☐ Gabe ☐ M Baer
☐ Brenda/Michelle/Doug/Penny

Door/s to be used: _____

Event description: _____

Cost of Event: _____

Music/Perfomance must be approved by Staff. Approval _____

Drop off the completed form in the Church Office or: **EMAIL:** brenda@fmcberne.com **FAX:** 260-589-8774

Cost: There is no cost for using the First Missionary Church facility for members/regular attenders. Banquets: Non-church affiliated groups/activities may rent the facility for \$75.00. Weddings: Please refer to wedding form for separate fee structure.

I/We agree by signing this waiver that I/We will not hold First Missionary Church of Berne, Indiana as a group or individually responsible for any accident(s) to me or my guests. Any damage or loss to me or my guests or personal equipment and any damages caused by me or my guests will be my responsibility to repair those damages. I/We agree not to hold First Missionary Church of Berne, Indiana as a group or individually liable or responsible for any financial loss or to pursue any legal action against First Missionary Church of Berne, Indiana as a group or individually.

Contact: _____

Day Phone: _____ Other Phone: _____

Email: _____

Sign: _____ Date: _____

By signing, you agree to the Building Use Guidelines, and you will be responsible for any damages.

First Missionary Church Building Use Guidelines

Approved by the Church Board and Effective 8/18/2025

First Missionary Church is to be enjoyed by individuals and groups with at least one responsible adult (21 years of age or older) member or regular attender present.

- Events/Activities cannot violate Scripture or the Core Values of FMC.
- Unless this is a church sponsored event, you must provide your own plastic/styrofoam tableware when needed and table coverings.
- Parties will need to adhere to the agreed scheduled times of use. All Saturday events must conclude by 9:00 pm, due to set-up for Sunday morning schedule.
- It is expected that you will be responsible for setting up and tear down of tables, chairs, and decorations in cooperation with our custodian. Taking trash to the dumpster is expected as well.
- Please check with the office on attaching any decorations. We will supply the correct tape for attaching to the walls.
- All personal and rented decorations are to be taken down and removed on the day of use and by the end of the scheduled time.
- No church displays, plants, or furniture are to be moved without permission of the custodian or church coordinator.
- No red drink is allowed anywhere in the building.
- Alcoholic beverages are not permitted on the premises at any time.
- Abide by the kitchen use policy posted in the kitchen. Please mark all items before placing them in the refrigerator.
- Any music played or dancing on the church property should be appropriate for all ages.
- The rooms that you reserve are only available for the day of the scheduled event. No set up or decorating may be done prior to these specific days, unless approved by custodian or church coordinator.
- Each individual or group is responsible for any damages that take place during their occupancy and will be responsible to reimburse First Missionary Church for same. Any damage is to be reported immediately to the custodian or the church office.
- Remember, you may only use the portion of the church you have specifically reserved. The rest of the church building is off limits as it will already be prepared for other church events and services.
- Failure to adhere to the above policies may result in additional fees.

Thank you for abiding by these policies.

WE RESERVE THE RIGHT NOT TO APPROVE ANY EVENT.

Please note that events are not permitted on Holidays unless approval has been given by First Missionary Church custodian or church coordinator.

8/18/2025