



Facility Rental Form
First Baptist Church Hooks

210 Wilder Dr.
 Hooks, TX 75561
 (903) 547-6111
 Fax: (903) 547-2911
 Email: fbhookstx@windstream.net

Name of Person\Group Booking Event: _____

Name of Contact Person (if different): _____ Phone: _____

Type of Function: _____ Fax: _____

Date(s) Require (MM/DD/YYYY): _____

Times Required (Please include set-up and clean-up times): _____ am/pm - _____ am/pm

Rehearsal Time Required: No Yes, Date & Time: _____ am/pm - _____ am/pm

	Facility or Service	Member Fee	Non-member Fee	QTY	Total Cost
	Sanctuary	\$50	\$75		
	Sanctuary – Sound & Lights	\$50	\$75		
	Sanctuary – Church Advisor		\$50		
	Church Foyer	\$25	\$50		
	Youth Center	\$25	\$50		
	Gazebo	\$25	\$50		
√	Cleaning Deposit*	\$50	\$50	1	
√	Key Deposit (refunded when key returned)	\$25	\$25	1	
Total Fees					

*Refunded if facility is cleaned satisfactorily by renter and no damages have occurred.

Other Equipment Required: (Please provide quantity where appropriate)

_____ Tables (1-26) _____ Chairs (1-195) _____ Kitchen
 _____ Misc _____

Process for booking an event:

1. Once the request for facility rental has been turned in, the church office will review the request and the person/group booking the event will be contacted.
2. Payment for facility is due prior to event. Payment can be made in church office with cash or check payable to First Baptist Church Hooks.
3. If a key for the facility is needed, a refundable \$25 deposit will be required prior to the key being issued.

Rental Expectations:

1. Please remember that all church facilities are smoke-free.
2. Please remember that alcohol is strictly prohibited in all church facilities.
3. Please do not use staples or tape on any furniture.
4. Please do not use WAX candles on carpeted areas.
5. Please do not move furniture in the foyer area. Note that Christmas decorations remain in the worship center and foyer through the first week of the New Year. We ask that these decorations not be moved.
6. No food or drinks are allowed in the worship center.
7. Events should be limited to activities consistent with faith, values and morals of FBC Hooks.
8. There shall be a minimum of two (2) adult supervisors present during the event if children are involved.
9. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility.
10. The renter is expected to return the facility to the condition as to which it was received (i.e. clean, all doors locked, lights off, water turned off, etc.)
11. First Baptist Church Hooks is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, and forever discharge First Baptist Church Hooks, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and any and all other persons with it, of and from any and all claims, demands, and causes of action, that renter(s) may have, have had, or ever have arising out of or by reason of the renter(s)' rental for the event.

Consent and Release:

I have read this Agreement and hereby agree to all of the general terms and specific conditions set out and understand that I am personally responsible and obligated to pay all charges due the First Baptist Church Hooks in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the facilities at the discretion of First Baptist Church Hooks.

Renter(s)	Date	Renter(s)	Date
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In consideration of the agreements made by the Applicant, I hereby accept this application on behalf of First Baptist Church Hooks so as to permit the Applicant the right to use the facilities at the time(s) specified above.

FBC Hooks Representative	Date
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Office use:

Date Request Received: _____	Date Payment Received: _____
Date Reviewed: _____	Amount Due: _____
Approved: _____ Yes _____ No	Form of Payment: _____
If not approved, why: _____	Key Returned: _____
	Cleaning Deposit Returned: _____
	If not, why: _____