



Building Usage Request Form – Members & FBC Sponsored Events

You are required to read the attached CHURCH FACILITY USE POLICY prior to completing this form.

To reserve any of the rooms/facilities on the church campus (personal use for members, their parents, children or spouse, not extended family), a BUILDING USAGE REQUEST FORM must be submitted for each event BEFORE a space can be reserved.

RESERVATIONS FOR PERSONAL USE MAY NOT BE MADE MORE THAN TWO MONTHS IN ADVANCE.

Once this form has been submitted, we will check availability and will contact you if there are any questions, and will notify you that your reservation has been CONFIRMED.

NOTE: We do not rent out our facilities for non-member weddings, family gatherings, etc.

FEES:

\$100 security deposit (for non-ministry events) Deposit is returned after event once key is returned and facility approved as in stated policy.

A check made payable to First Baptist Church Garner must be received PRIOR to your confirmed event.

\$200 required fee for combined use of gym and kitchen (for non-ministry events)

A check made payable to kitchen committee member must be received PRIOR to your confirmed event.

* Sound equipment is not provided for personal use. If AV equipment/personnel is needed for ministry-sponsored event, the appropriate ministry staff will be contacted.

Please mail your payment (for CONFIRMED reservations) to:

First Baptist Church Garner
Attn: Building Usage Request
601 St. Mary's St.
Garner, NC 27529

1. CONTACT NAME _____

2. CONTACT E-MAIL _____ CELL PHONE _____

3. SELECT ONE:

Church member

FBC sponsored ministry

Ministry Name _____

4. DATE OF EVENT _____

- 5. DESCRIPTION OF EVENT _____
- 6. NUMBER OF PEOPLE ATTENDING (approximate) _____
- 7. ENTRANCE TIME _____
- 8. EXIT TIME _____

Information on Times

* Set-up for the event is NOT to take place during the following times unless arrangements are made in advance with designated staff.

- Regular church activities (Sunday 9:00 am - 1:30 pm and Wednesday 5:00 pm - 9:00 pm)
- Weekday preschool hours (Monday-Friday (9:00 am - 1:30 pm)
- Afterschool program hours (Monday-Friday 2:30 pm - 6:00 pm)
- Track out camp (as scheduled)
- Summer camp (7:30 am - 6:00 pm)

- 9. DO YOUR EVENT PLANS INCLUDE PROVIDING CHILDCARE? Yes No

If **yes**, groups must request and receive approval for providing childcare during their event. If the request is approved, any adult supervising children, other than the child’s parent or legal guardian, must pass a criminal background screening. Proof of background checks must be provided to the church office, or a background check may be obtained through FBC Garner for a fee of \$15.00 per background screening.

- 10. ROOM(S) REQUESTED *(check all that apply)*

- Building 1 – worship center
- Building 2 – 110 (Koinonia room)
- Building 2 – 206 (large conference room)
- Building 2 – 207 (small conference room)
- Building 3 – (student worship center)
- Building 4 – 201 (choir room)
- Building 5 - gym
- Building 5 - kitchen
- Building 5 – MP 1&2
- Building 5 – MP 3&4
- Other _____

- 11. IS AUDIO/VIDEO EQUIPMENT NEEDED? * Yes No

I affirm that:

I understand that the church does not allow its facilities to be used in a way that contradicts its statement of faith or by persons or groups holding beliefs that contradict the church’s statement of faith.

To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church’s statement of faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to the church staff.

I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church’s facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to the church staff.

I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor’s approval, which is conditioned in part on my agreement to the requirements in the “Church Facility Use Policy,” a copy of which I have read and understood.

I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.

The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

I, the undersigned, do hereby absolve First Baptist Church of Garner from any liability for any injury incurred during the usage of said facilities. I understand the security deposit will be forfeited in part or in whole if damages are incurred during usage or the facility is left unclean and I agree to pay for any damages and/or cleaning charges that exceed the deposit amount.

By signing below, I affirm that I have read and agree to the terms of this agreement and the "Church Facility Use Policy."

Printed name

Signature

Date

[OFFICE USE ONLY]			
Approved <input type="checkbox"/>	Declined <input type="checkbox"/>	Date _____	By _____
			Staff person
Fees submitted:	Security deposit (for personal use)	___ \$ _____	Check # _____
	Kitchen use (for personal use)	___ \$ _____	Check # _____