

Facility Use Policy

All facility use by any group or individual must be requested, scheduled and approved through the church office staff before being placed on the calendar. Reservation forms and rental fee schedules are available in the church office. Facilities will not be made available to individuals or groups for business or commercial purposes.

1. First Baptist Church-sponsored groups or ministries may use any facility at any time at no cost provided it does not conflict with other scheduled church activities or meetings.

- Members of First Baptist Church may rent appropriate facilities for family-oriented functions (birthday parties, receptions, etc.) according to the current rental schedule.
- Non-members and staff-approved outside (non-FBC-sponsored) groups may rent appropriate facilities on a non-interference basis. These groups may include churches and groups of like faith, Fellowship of Christian Athletes, school-sponsored groups, support groups, civic groups, and meetings for the general public.
- The church gym is not available to members or others for private use or for ongoing outside group use. One-time use by outside groups (and appropriate rental fees) must be approved by the Minister of Activities.
- Any group or individual using the church facilities is expected to return the room to its original condition and set-up unless other specific arrangements are made in advance.

2. Care shall be taken to eliminate odors as a result of Sunday meals so it will not be unpleasant for the larger groups that meet immediately thereafter.

3. All groups using the church's facilities other than the regular schedule of services are expected to exercise caution, care and cleanliness. Any group using any facility at any time

on Saturday or Sunday will be required to leave the room and kitchen straight and clean for the other groups that must make use of the same facilities.

1. Rental fee is due one month prior to the event. Members may not reserve the CLC Fellowship Hall or Romans Hall for non-members. Sanctuary and Coakley Chapel non-wedding rental fees are same as above (per 4 hrs.)
2. The CLC Fellowship Hall, Craft Room or Romans Hall will be scheduled in 4 hour blocks at a time.
3. Those renting the CLC Fellowship Hall, Craft Room or Romans Hall may not use the kitchen without approval. (Ice machine is available to all) Arrangements can be made in advance to have one of the Church's trained cooks assist in the kitchen. The cost of this service will be determined by the cook and is subject to availability.
4. A \$100 damage deposit is required for all members and non-members of FBC Mt. Washington. The deposit will be returned after the event if no damage to the facility has occurred.
5. Functions which are considered ministries of First Baptist Church pay no fee. The staff decides if a function will be considered a ministry. In general, a function will be considered a ministry if it is in line with the purpose of the Church.
6. Smoking, drinking, and foul language are prohibited in the facility.

REQUEST FOR USE OF CHURCH FACILITIES
First Baptist Church-Mt. Washington, KY

Every group and/or individual must complete this form when requesting use of church facilities. Requested date(s) and use will be calendared upon (1) the return of completed request form, (2) \$100 damage deposit by all members and non-church related individuals or groups and (3) approval by church staff. Approval cannot be granted until this request form is completed and the date is cleared by the church calendar and the church staff.

Today's Date: _____ Date of Activity: _____

Activity: _____

Time: Actual time of activity: _____ Time to begin set up: _____

Time expected to complete clean up: _____ Number expected to attend: _____

Facilities requesting to be reserved:

_____ CLC/Fellowship Hall _____ Romans Hall _____ Craft Room _____ Gym
_____ Fireside Room _____ Coakley Chapel _____ Sanctuary _____ (Other)

Room(s) Needed: _____

Equipment Requested _____ Tables (number needed) _____ Sound _____ Chairs
(number needed) _____ TV/VCR _____ Other _____

Room Arrangement Instructions (Draw diagram of floor plan on reverse side)

Group Making Request: _____

Contact Person: _____

Phone Number: (H) _____ (Cell) _____ Email: _____

Please read and sign below: I/We agree to the facilities in accordance with the policies of First Baptist Church and agree to assume full responsibility for any and all damage to the facility as a result of such use and assume all liability arising from the use of the facility.

Signed _____ Date _____

CHURCH OFFICE USE ONLY:

Approved by _____ Date _____

(Signature indicates approval)

Damage Deposit Fee _____ Date Paid _____

Date Damage Deposit Returned (If Applicable) _____

Rental Fee _____ Date Received _____

CHURCH EMERGENCY CONTACT NAME _____

PHONE _____

CHURCH EMERGENCY CONTACT NAME _____

PHONE _____

Facility Use Fee Schedule

FBC Members

		<u>Amount Received</u>		
	Fee	Custodian	Sound	Church
Rehearsal & Wedding – Coakley	\$185.00	\$110.00	\$75.00	\$0.00
Rehearsal & Wedding – Sanctuary	\$300.00	\$175.00	\$100.00	\$25.00
Rehearsal Dinner	\$100.00	\$100.00	\$0.00	\$0.00
Reception	\$125.00	\$125.00	\$0.00	\$0.00

FBC Members

Fellowship Hall (CLC) & Romans Hall (4 hour increments)

50 or Less	\$75.00	\$75.00	\$0.00	\$0.00
51 or More	\$100.00	\$100.00	\$0.00	\$0.00

Non-Members

Rehearsal & Wedding – Coakley Chapel	\$400.00	\$250.00	\$100.00	\$50.00
Rehearsal & Wedding – Sanctuary	\$650.00	\$450.00	\$100.00	\$100.00
Rehearsal Dinner	\$225.00	\$175.0	\$0.00	\$0.00
Reception	\$275.00	\$225.00	\$0.00	\$50.00

Non-Members

Fellowship Hall (CLC) & Romans Hall (4 hour increments)

50 or Less	\$100.00	\$100.00	\$0.00	\$0.00
51 or More	\$125.00	\$125.00	\$0.00	\$0.00