

FIRST BAPTIST CHURCH FESTUS ~ CRYSTAL CITY

CRYSTAL CITY, MO

FACILITY USE/CALENDAR REQUEST FORM

Please return completed form to the church office at least 14 days prior to event. Your date is not reserved until this form and necessary fees submitted.

1. If this is a Ministry Event, what is the ministry? _____
2. NAME _____ TODAY'S DATE: _____
(Individual requesting use)
3. Address: _____ Phone #: _____
Email address: _____
4. Event Date: _____ if recurring - Start date: _____ End date: _____
5. Event time: Begin: _____ End: _____
Set up time: _____

Saturday Request may not be made later than 6 p.m. for church facility use

6. Church member who will be present: _____
7. I have access to the building (key). I will need access to the building. (*you must contact church office*)
8. Facilities needed (please check all rooms you would like to use):
 Sanctuary Hammon Hall (Main) Family Life Center/Plattin Rd
 Fellowship Hall Choir Room Kitchen at Family Life Center
 Kitchen Outside
 Classroom(s) How many? _____ other _____
9. **Equipment & Set-up Needed:** (Add any Notes on back of the form)
 TV/DVD CD Player High chairs
 Coffee Pot(s) Tables 60" round (*Fellowship Hall only*) - how many _____
 8' rectangle - how many _____ 6' rectangle - how many _____

There will be a fee for the following services

- PowerPoint Sound System Projector & Screen in Sanctuary
10. **Ministry events only:** Publicity needed:

 Online PowerPoint Announcements Sunday School Boxes
 Poster Bulletin

11. **Ministry Events Only:** Childcare needed (0 – kindergarten)
 No
 Yes How many children? _____ Ages? _____

12. **Ministry Events Only:** Church vehicle needed:
 No
 Yes Driver? _____ (must be 25 years old and not older than 75 years and have a clean driving record. A copy of driver's license must be in the church office. CDL-P is required to drive People Mover.)

13. **Ministry Events Only:**
Custodial Services – **Ministry activities do not have to provide deposit.** Ministry activities that take place on the weekend must clean after said event in order to prepare the facilities for usage on Sunday. The ministry leader is required to meet with custodian prior to event to oversee cleaning responsibilities for weekend events.

14. **Non-ministry Events:**

Do you need Custodial Services?

*No - you must contact church Maintenance Supervisor for guidelines at least 3 days prior to event.

- a \$200 deposit is required by members. \$170 may be refunded if all building use responsibilities are met. A \$30 open/closing and walk through fee will be retained for custodian. Preferred method of payment is 2 checks, payable to FBCFCC: one check for \$170 to be held as deposit (returned or shredded after event) and one for \$30 to be paid for open/closing and walk through fee.

- *SUNDAYS ONLY* - Hammon Hall alone is available small events only!!! A \$70 deposit is required. \$50 may be refunded if all building use responsibilities are met. A \$20 open/walk through fee will be retained.

Yes -- \$200 large event – custodian doing all the clean-up (Sanctuary/Fellowship Hall)

\$70 small event – custodian doing all the clean-up (Hammon Hall)

Facility/Calendar Scheduling Process

1. Request must come in no later than 14 days prior to event. If less than 14 days Facility use request will be automatically denied.
2. Goes to staff meeting or to Senior Pastor (or his designee) & Maintenance Supervisor for approval.
3. Event tentatively placed on church calendar.
4. Confirmation of event is contingent upon the following: appointment scheduled with Maintenance Supervisor (to learn cleaning responsibilities and walkthrough building) and receipt of deposit/custodial fees (non-ministry events). A voice or email will be sent to contact person upon approval.

Signature of this form indicates acceptance of all applicable fees and guidelines.

Please explain activity to be held: _____

Estimated number of people involved: _____

The person/organization requesting the use of First Baptist Church Festus~Crystal City facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly at 937-3668.

All non-members need to meet with a Pastor before they can use the facilities. Date met with Pastor _____

*The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility unless custodial fee is being paid. (See "Responsibilities after Building Use" – reverse side)

Date: _____

Signature of Responsible Party ↑

For Office Use Only:

Approved by: _____ Date: _____

CC:
___ (Custodian) ___ (Ministry Coordinator) ___ (Childcare director) ___ (Other)

Date Confirmed on Calendar: _____

Confirmation submitted to person requesting facility usage. Phone Email

Security Deposit Received: No Yes Total _____

Payments Received: No Yes Total _____

Responsible Party for Securing Building? _____

FBCFCC – First Baptist Church Festus Crystal City

FBCFCC Building Use Request Form – Form used for requesting the use of any and all areas of FBCFCC for personal and church related use. This form may be downloaded from the FBC Web site (www.fbcfcc.org) or picked up from the church office.

Fellowship Hall – Large area used for gatherings

Hammon Hall – Medium area used for gathering on main level

Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity unless custodial fee is being paid.

1. Collect all garbage into bags and bring it out to the dumpster located by the garage.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. Tablecloths: *for private events*, tablecloths are to be checked out through the office and need to be washed and returned to church within 48 hours following the event. (may need to be returned sooner depending on event schedule).
5. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
6. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
7. Remove any items put up on the walls or set out in connection with your event.
8. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. (Note that there is a light in the Fellowship Hall that remains on even when lights are off.) Then lock up.

*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

If you have any questions, you may contact the church office @ 636-937-3668.

It is FBCFCC's goal to allow all those who attend to have an opportunity to use the church building for personal use based on defined rental fees for members and non-members and to provide guidelines for that use of FBCFCC facilities and equipment.

Procedure

A. General Guidelines

1. The following regulations and fees shall apply to all referenced groups unless specifically waived by the senior pastor or his designee.
2. The regularly scheduled ministries of the church have priority over all other uses of the facility and will be covered by regular custodial responsibilities.
3. It is the responsibility of the leaders of the various church groups and other groups or individuals requesting the use of the facility to complete the FBCFCC Building Use Request Form as a means of scheduling the facility for the requested time.
4. The Building Use Request form is to be submitted to the church office as far in advance of the date requested as possible to confirm your reservation. Your date is not reserved until the form has been submitted to the church office.
5. All requests for facility use must be approved at least fourteen (14) days prior to requested date.
6. There must be a member in the group to be responsible for proper care and use of facilities and equipment.
7. There can be **NO DANCING; NO FIREARMS, NO SMOKING; NO ALCOHOLIC BEVERAGES AND NO NON-PRESCRIPTION CONTROLLED SUBSTANCES ANYWHERE ON THE CHURCH OWNED PROPERTY.**
8. Please **DO NOT** attach items/decorations to the walls with tape or pins. This frequently results in damage to the walls. **Sticky tack or blue painter's tape is acceptable.** Questions can be directed to Steve Holifield.
9. It is the responsibility of **ALL** groups using the facility to return the facility to the standard setup after use. This means putting chairs/tables back into position, cleanup any extra ordinary spills, insure all doors/windows are closed and locked when leaving and all lights turned off.
9. The church sound system, video systems and musical instruments may be operated only by authorized church personnel.
10. The group using the facility shall be responsible for reporting and paying for any damage.
11. Any incorporated group or public school function shall be asked to provide a certificate of insurance (a copy of declaration page), indicating their liability coverage in case of accident.
12. For youth activities (under 18 years of age), the requestor shall provide sufficient adult supervision to maintain discipline.
13. Acceptance of a FBCFCC Facility Use Request Form will be at the discretion of the deacons. FBCFCC reserves the right to grant or deny usage of its building to any organization, group or individual whether member or non-member, dependent on usage intent, failure to practice and adhere to the FBCFCC Statement of Faith, beliefs and practices or if there are conflicts with normally scheduled ministries or other events previously scheduled.
14. No events will be scheduled during the weekend prior to or following Good Friday/Easter Sunday weekend, Memorial Day, Vacation Bible School, the 4th of July, Labor Day, Thanksgiving, Christmas Eve/Day, or New Year Eve/Day.

B. Members & Immediate Family Usage

1. Must do their own set up and tear down of chairs and equipment that they will be using.
2. Must clean all areas they requested and used to include restrooms and kitchen areas and dispose of waste in a satisfactory manner.
3. Large event items such as WEDDINGS will have professional fees assessed as outlined in wedding policy.
 - a. For weddings, fees are to be paid in advance to the church office.
 - b. Janitorial fees cover the resetting of chairs in large group areas.
 - c. All funds payable to First Baptist Church Festus~Crystal City
4. An appointment must be made with wedding coordinator to review and sign Wedding Policies and Procedures