

Facility/Calendar Request Form
First Baptist Church Kingston

EVENT: _____

ROOM REQUESTED: _____

Day of Week: _____ **Date:** _____ **Time:** _____

Responsible Person _____ Phone _____

Number of Participants Expected _____

Entry Date and Time _____

Set-up Needed By (date) _____ (time) _____

Sound Requested (Please Describe) _____

Clean-up Can Begin _____

Describe Areas or Doors to be Unlocked _____

Keys Requested _____ Issued to: _____

Set-up/Special Instructions

(Office Use Only)

Date Presented: _____

Staff Approval: Yes ___ No ___

Date/Space Availability: Yes ___ No ___

Date Entered in Shelby _____

Member: _____

Non-member _____

Fee \$ _____

Paid _____

General Policies

1. Facility use reservations will be confirmed upon receipt of the Facility/Calendar Request Form and payment of applicable fees at the church office.
2. Any use of any part of the facility must be scheduled through the church office.
3. The facility must be cleaned and vacated by the reservation end time.
4. The use of tobacco, drugs, and alcoholic beverages is prohibited on all First Baptist Church property. Fighting and abusive language is also prohibited.
5. Please do not loiter around the outside of the facility or in parking lots.
6. At least one parent or sponsoring adult must accompany children ages twelve (12) and under at all times on First Baptist Church property.
7. The usage of the facility is limited to non-profit organizations and there will be no use of the facility for political or politically affiliated functions.
8. The fee for non-church function use of any part of the facility except the Family Life Center is \$50 for members and \$75 for non-members. Costs to repair damages incurred during an event will be the responsibility of the group reserving the facility.
9. No equipment may be removed from the facility.
10. The fee for any A/V use for non-church function events is \$50/hr for members and \$75/hr for non-members.
11. Music used anywhere in the church facility must be submitted to the Minister of Music for approval three weeks prior to the event. Dancing is not allowed.
12. No pets are allowed in any part of the facility.
13. Each group is responsible for the overall conduct of its members.
14. **Any activity, ceremony, ritual, etc. that is deemed by the Church Staff to be in conflict with the doctrine and teachings of First Baptist Church, Kingston is prohibited.**

Family Life Center Use Policies

Non-Church Sponsored Functions

1. Reservations for the Family Life Center can not be confirmed more than six (6) months in advance and should be made no later than three (3) weeks before the event.
2. All fees are for a maximum of 6 hours of use.
3. **Family Life Center Usage Fee for Member** **\$100**
4. **Family Life Center Usage Fee with set-up for Member** **\$200**
5. **Family Life Center Usage Fee for Non-member** **\$150**
6. **Family Life Center Usage Fee with set-up for Non-member** **\$250**

All Functions

7. No footballs, baseballs, softballs, soccer balls, roller skates, bikes, or skateboards are allowed in the facility.
8. Please do not hang from the basketball goal or net. No basketball dunking is allowed.
9. Items may only be attached to the walls with tape. Please remove tape after use.
10. No Kool-Aid or colored punch may be served. Please clean up all spills immediately.
11. The kitchen must be cleaned after use with no food left in the kitchen cabinets or refrigerators.
12. The Family Life Center is not open on Sunday for recreational activities or use for non-church sponsored functions.
13. The Family Life Center is closed on all holidays observed by the church unless special approval is given at the time of reservation confirmation in the church office.
14. The Family Life Center must be left in order following use. All trash should be placed into receptacles. All equipment (tables, chairs, etc.) should be returned to its storage area if setup/breakdown fee is not paid.

(Non -refundable \$100 deposit due upon reservation to secure calendar date for non-member)

I, _____, have read and agree to the terms of this policy. Dated _____