

# First Baptist Church Garner Building Usage Request Form

## Personal use FBC Members only



\* Required fields

### Please read before completing form:

To reserve any of the rooms/facilities on the church campus, 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 - a check made payable to First Baptist Church Garner must be received once calendar request is confirmed. (Deposit is returned after event once key is returned and facility approved as in stated policy.)

\$200 required fee for combined use of gym and kitchen (catering only) - a check made payable to kitchen committee member must be received 2 weeks PRIOR to your confirmed event.

Audio/video equipment is not provided for personal use.

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. **Ministry Name (if for personal use enter NA)** \_\_\_\_\_
3. **Contact E-mail** \_\_\_\_\_
4. **Indicate whether you are a:**
  - Church member (personal use only)
  - FBC sponsored ministry
5. **Contact Cell Phone** \_\_\_\_\_
6. **Date of Event** \_\_\_\_\_
7. **Number of people attending** \_\_\_\_\_

## Information regarding 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)

8. **Entrance Time** \_\_\_\_\_

9. **Exit Time** \_\_\_\_\_

10. **Description of Event** \_\_\_\_\_

11. **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
- Building 5 – MP 2
- Building 5 – MP 3
- Building 5 – MP 4
- Other: \_\_\_\_\_

## 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.

- 12. By entering my electronic signature below, I affirm that I have read and agree to the terms of this agreement and the "Church Facility Use Policy" at: <http://bit.ly/FBCPolicy>**

**Office Use Only:**

Approved \_\_\_\_\_ Declined \_\_\_\_\_

Date \_\_\_\_\_ By \_\_\_\_\_  
(staff person)

Fees submitted:

Security deposit (for personal use) \$ \_\_\_\_\_ Check # \_\_\_\_\_

Kitchen use (for personal use) \$ \_\_\_\_\_ Check # \_\_\_\_\_