

First Baptist Church of Lavon Use of Facilities Request Form

Contact Information

Person or Organization Name: _____ Contact Name (if different): _____
Address: _____ City: _____ Zip: _____
Phone 1: _____ Phone 2: _____ Email: _____
Church Member? Yes No
Do you have a family member attending the event who is a church member?
 Yes-Name: _____ No

Event Information

Date of Event: _____ Event Name: _____ Type of Event: _____
Set-Up Time: _____ Lock-Up Time: _____ Beginning Time: _____ Ending Time: _____
of People to Attend: _____ Seating Only Seating & Tables _____ # of 5' Round Tables
_____ # of Chairs _____ # of Chairs _____ # of 6' Rectangle Tables

Facilities Requested: Check ALL That Apply

Main Building:

- Fellowship Hall
- Kitchen
- Classroom
- Sanctuary

Education Activity Center:

- Gym
- Kitchen
- Other _____

The Church reserves the right to assign appropriate size meeting spaces to groups based on need.

Additional Equipment Requested

- | | | |
|---|---|----------------------------------|
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Sound System _____ # of Microphones | <input type="checkbox"/> Staging |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Projector & Screen | _____ 8" (4) |
| <input type="checkbox"/> Volleyball net | <input type="checkbox"/> TV / DVD / VCR (Circle needed items) | _____ 16" (2) |
| <input type="checkbox"/> Snow Cone Machine (Outside Use Only) | <input type="checkbox"/> Other _____ | _____ 24" (2) |

I have read the policies of First Baptist Church of Lavon, Texas and agree to abide by the same if I am permitted to use these facilities and will make every effort to insure that my guest(s) will do likewise. I understand **all** sections and have no questions.

Print Name (Responsible Party)

Sign Name (Responsible Party)

FBC Lavon reserves the right to refuse the use of our facilities for any purpose deemed unsuitable or in violation of our beliefs and principles.

FIRST BAPTIST CHURCH OF LAVON, TEXAS

Policies on Use of Facilities

Our buildings and grounds have the purpose of serving our congregation, the neighborhood, and the community. Church members and outside groups and organizations may use the facilities so long as the activity is consistent with the mission of our church. The use of all church facilities is first and foremost for the ministries of First Baptist Church of Lavon and therefore takes priority over other types of usage.

In an effort to properly use and maintain the facilities of the First Baptist Church of Lavon, the following policies will be in effect.

General Guidelines:

- Members of the Special Events Committee shall monitor compliance to these policies and take appropriate action.
- All events, activities, music, dress, and behavior shall be supportive of, and consistent with, the Christian values and witness of First Baptist Church of Lavon.
- Church members may reserve church facilities up to 12 months in advance while non members may reserve the facilities up to three months in advance. (Exception would be weddings for nonmembers and then the facilities may be reserved up to six months in advance.)
- The person designated on the reservation form is responsible for communicating our policies to their entire group.
- The person designated on the reservation form is responsible for turning off all lights, air conditioning or heat, and making sure all doors are locked before leaving.
- All groups must be accompanied by an adult (21 years or older).
- Absolutely **NO ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES** are allowed in or on any church property.
- No tobacco products are allowed in the buildings (hallways, foyers, and restrooms included.)
- Dancing is prohibited in or on any church property (exceptions for worshipful, spiritual, interpretive dance which must be approved by church staff.)
- With the exception of those assisting the handicapped, pets are not allowed inside any of our church facilities.
- Rooms will be returned to their original arrangement. Tables and chairs must be cleaned and put back into place if moved.
- Decorations for any event should be of the kind that will leave no permanent marks on the facility. The use of nails, screws, thumb tacks, staples, tape or any type of glue on any equipment, walls, or furnishings is prohibited
- All groups are expected to help keep our facilities clean.
- Y g"gpewtci g"vj cv'uhoes be worn at all times in the building, and proper footwear be worn by all participants for any recreation activity. Cleats, skateboards, skates, roller blades, roller shoes, bicycles, etc. will not be permitted inside our facilities.
- Any equipment which is lost or damaged by misuse must be replaced or repaired by the individual requesting use of the building.
- Access to classrooms and Youth area shall not be permitted unless specifically approved.
- All set up and break down in the gymnasium will be done by the Special Events Committee; i.e. chairs, tables, and sports equipment.

Sanctuary Guidelines:

- Floral arrangements or decorations of any kind shall not be placed on the musical instruments.
- Only artificial flower petals may be used in the Sanctuary by the flower girl.
- Elements of the Lord's Supper are the only food and drink allowed in the Sanctuary.
- The use of rice, confetti, or other material shall not be thrown inside any of the church buildings. Birdseed only may be thrown outside.
- Only perma candles may be used and a protective floor covering must be used under the candelabra to prevent wax from dripping on the carpet.
- If pew markers with candles are used, they must have votive cups that will catch all wax and the markers must be attached so that the pew is protected from the clamp.
- The church sound equipment is available for use during weddings and other special events. However, the system must be operated by a member of our Sound Committee. The fee for this service is shown on the attached Fee Schedule.
- Movement of Foyer furniture is prohibited.
- The Special Events committee members shall supervise the movement of sanctuary furniture and the return to its proper place.

Fee Schedule for Use of Facilities

	* First Baptist Church Member	Non-Member
Sanctuary	\$0	\$150
Sound System Operation	\$50	\$50
Sanctuary Cleaning	\$50	\$50
Fellowship Hall	\$0	\$0
Fellowship Hall cleaning	**Cleaning Options \$0 – member cleans \$30 – church employee cleans	\$30
Gymnasium (2 hrs. + set up & clean up time)	\$0	\$0
Gymnasium (greater than 2 hrs.)	\$0	\$75
EAC Gymnasium & Kitchen cleaning	**Cleaning Options \$75 deposit – Member cleans – deposit returnable following inspection. \$75 charge – church employee cleans	\$75

Organized sports groups may rent the gymnasium for practice at a cost of \$10 for a period of 60 minutes (lights only, environmental controls will be set in extreme heat or cold). Rental is limited to one night per week per team.

* First Baptist Church of Lavon members and/or family of church members

** A checklist and supplies for proper cleaning will be posted and/or provided at the time of making the reservation.

The total amount is due by the date of the event. Checks for facility use will be made to First Baptist Church. Separate checks must be written for cleaning and sound system operator fees. Instructions will be available at the time of making the reservation.

We ask that you limit all activities to the area of the church that you have reserved.

Handling of all the above must be made during church office hours: Mon – Wed. & Fri. 10:00a.m. - 3:30 p.m. Offices are closed on Thursdays.

I have read and understand the above guidelines and charges.

Print Name (Responsible Party)

Sign Name (Responsible Party)