

REQUEST FORM FOR USE OF CHURCH FACILITIES

Person/Organization Name: _____ Date Needed: _____
Hours Needed: _____
Purpose Of Event: _____ # Involved: _____
Contact Name: _____ FBCL Member: Yes No
Address: _____

Phone Numbers: _____

Space Requested -- Check All that are needed:

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

Fellowship Hall: _____	Gymnasium: _____
Kitchen: _____	Sanctuary: _____
Classroom: _____	Other: _____

Equipment Requested:

Tables: _____ #: _____
Chairs: _____ #: _____
Volleyball: _____
Basketball: _____
Tablecloths: _____ #: _____ (\$10 each)

I have read this 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 will do likewise. I understand **all** sections and have no questions.

Responsible Party

Responsible Party

FBC Lavon reserve the right to refuse the use of our facilities for 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.
- Shoes must be worn at all times in the building, and proper footwear must 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.
- **All events must be concluded by 6:00 pm on Saturday.**

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.
- Only Special Events Committee members shall move Sanctuary furniture and return it to its proper place.

Fee Schedule for Use of Facilities

	*Member	Non-Member
Sanctuary	\$0	\$150
Sound System	\$50	\$50
Sanctuary Cleaning	\$50	\$50
Fellowship Hall	\$0	\$0
Fellowship Hall Cleaning	**\$30	\$30
Gymnasium (lights only)	\$0	\$200
Gymnasium (lights & A/C)	\$0	\$200
Gymnasium (lights & A/C) more than 2 hrs	\$75	N/A
Cleaning of Gymnasium/Kitchen	\$75	\$75

Organized sports groups may rent the gymnasium at a cost of \$15 for a period of 90 minutes (lights only). Rental is limited to one night per week per team.

*Church members and/or children of church members

* *Charge for cleaning of Fellowship Hall is optional for church members who elect to clean it themselves. A checklist for the proper cleaning of Fellowship Hall will be provided.

The total amount will be due two weeks before the scheduled event. The check should be made payable to First Baptist Church of Lavon.

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

I have read and understand the above charges.

Responsible Party

Responsible Party