



FIRST BAPTIST CHURCH RESERVATION, REQUEST, AND RENTAL

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ DAY OF WEEK OF EVENT \_\_\_\_\_

EVENT BEGIN \_\_\_\_\_ a.m./p.m. EVENT CONCLUDES \_\_\_\_\_ a.m./p.m.

ESTIMATED ATTENDANCE \_\_\_\_\_

DESIRED SETUP DATE \_\_\_\_\_ SET-UP BEGINS/ACCESS NEEDED \_\_\_\_\_ a.m./p.m.

CLEAN-UP ENDS/BUILDING LOCKED \_\_\_\_\_ a.m./p.m.

Sanctuary \_\_\_\_\_ Multi-Purpose Rm \_\_\_\_\_ East Foyer \_\_\_\_\_ Kitchen \_\_\_\_\_ Saints Hall \_\_\_\_\_

Gym \_\_\_\_\_ Community Rm #165 \_\_\_\_\_ Rm #136 \_\_\_\_\_ Conference Rm #179 \_\_\_\_\_ Nursery \_\_\_\_\_

Other \_\_\_\_\_ Outside Area \_\_\_\_\_

INDICATE IF YOU NEED THE FOLLOWING:

TABLE-TOP PODIUM \_\_\_\_\_ MICROPHONE \_\_\_\_\_ SCREEN \_\_\_\_\_ WHITE BOARD \_\_\_\_\_

NUMBER OF TABLES \_\_\_\_\_ NUMBER OF CHAIRS \_\_\_\_\_ NUMBER AT HEAD TABLE \_\_\_\_\_ TV/DVD \_\_\_\_\_

SOUND PERSON \_\_\_\_\_ KEY/FOB # \_\_\_\_\_ OTHER \_\_\_\_\_

UNDERSTAND FINAL INSTRUCTIONS MUST BE SUBMITTED TO CHURCH OFFICE AND FACILITY MAINTENANCE MANAGER NO LATER THAN NOON ON THURSDAY PRIOR TO EVENT!!!

User's Signature: \_\_\_\_\_

Please Sketch Room Arrangement Below (be as specific as possible)

SPECIFIC INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ALL ARRANGEMENTS FOR OPENING THE BUILDING OR CHECKING OUT KEYS/FOBS WILL BE MADE WITH THE FACILITY MANAGER OR SECURITY MANAGER PRIOR TO THE EVENT.

IT IS THE RESPONSIBILITY OF THE LAST ONE LEAVING THE BUILDING TO LOCK THE DOORS AND TURN OUT THE LIGHTS. THANK YOU.

I have received a copy of the policies and fees for the use of the First Baptist Church Facilities and equipment.

User's Signature \_\_\_\_\_ Date \_\_\_\_\_

IN HOUSE RESERVATIONS, STOP HERE. RENTALS, PLEASE COMPLETE REMAINING PAGES!

MAKE CHECKS PAYABLE TO: FIRST BAPTIST CHURCH

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(OFFICE USE ONLY)

Date Received: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Deposit Due: \_\_\_\_\_

Approved By: \_\_\_\_\_

COST

DEPOSIT: \_\_\_\_\_

KEY/FOB DEPOSIT: \_\_\_\_\_

BUILDING RENTAL: \_\_\_\_\_

OTHER: \_\_\_\_\_

WAIVERS RECEIVED: \_\_\_\_\_

INSURANCE POLICY: \_\_\_\_\_

SIGNED POLICY: \_\_\_\_\_

CUSTODIAL FEE: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Date payment received \_\_\_\_\_

Check # \_\_\_\_\_

Key/Fob # Issued \_\_\_\_\_

Date Key Returned \_\_\_\_\_

Security deposit for the facilities must be paid at the time the event is approved and placed on the church calendar. Event is NOT confirmed until security deposit is made. All facility rental fees are to be paid one month prior to the date of the event.

There must be an adult present at all times.

If you are scheduled for a time and do not cancel, you will be charged the full rental fee. It is your responsibility to notify us of schedule changes.

Renter will receive an invoice from FBC Business Manager. Payments made 30 days after invoice will be considered late and will be charged a \$25 late fee. If this is a financial hardship, please notify the Business Manager to make arrangements. Continued late and non-payment can result in cancellation of rental agreement and scheduled rentals.

Priority use of the gym: 1) FBC (funerals are top priority), 2) ministry related group, 3) individuals and non-ministry related groups. The gym is for sporting events or ministry related events. The gym will NOT be rented for profit events, i.e. antique sales, flea markets, art sales, etc.

The gym will not be rented on Sunday mornings until after noon. The gym will not be rented after 6pm on Saturday. The custodial fee of \$25 and the deposit of \$100 applies to the gym.

Gym renters will provide a certificate of insurance to FBC at least one day prior to day of rental from their insurance company listed FBC as an additional insured or a waiver signed by all participants.

Additional custodial fee of \$25 per cleaning hour will be assessed for larger events (events requiring extraordinary cleanup). Renter will be notified prior to event date if additional cleanup fee will be required.

Please initial the four following items.

\_\_\_\_ **The renter is responsible for any and all damage done to facilities and equipment.**

\_\_\_\_ **NO RED BEVERAGES OF ANY KIND are allowed anywhere in the facility.**

\_\_\_\_ Renter is responsible for keeping doors closed. Renter is liable for any damage to facility due to doors left open. Do NOT prop ANY doors open at any time.

\_\_\_\_ NO use of ANY tobacco product, ANY illegal drugs or ANY alcoholic beverages of any kind is allowed anywhere on church property.

\_\_\_\_ If you paid a deposit and violate the church's alcohol and tobacco policy, please note your deposit will not be returned.

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## FIRST BAPTIST CHURCH FACILITY FEES

| AREA  | MEMBERS/ACTIVE<br>NONMEMBERS                         | NON-MEMBERS  |
|---|--|--|
| SANCTUARY   | \$150  | \$350  |
| MULTI-PURPOSE   | \$150  | \$350  |
| KITCHEN   | \$75   | \$150  |
| NURSERY   | \$60   | \$80   |
| SAINTS HALL   | \$80   | \$120  |
| BIG CLASSROOMS  | \$65   | \$80   |
| SMALL CLASSROOMS  | \$50   | \$65   |
| EAST FOYER  | \$80   | \$120  |
| <p><i>Over four hours of rental, please double rental rate.</i>      <i>Rentals of four hours or more require a damage deposit.</i></p> <p><i>*Fees waived for all FBC Kearney ministries.</i>      <i>*If church chooses to sponsor an event, pastor's signature required to waive rental fee.</i></p> |  |  |
| <p>GYM RENTAL MEMBER/NON-MEMBER<br/>* Gym fees waived for all FBC Kearney ministries.<br/>PER HOUR</p>  | <p>\$30 (recurring rentals) -\$40 (one time use)</p> | <p>\$30 (recurring rentals) -\$40 (one time use)</p> |
| <p>PER DAY (up to 12 hours use)</p>   | <p>\$175</p>   | <p>\$500</p>   |
| <p>ADDITIONAL ITEMS</p>   |  |  |
| <p>DAMAGE DEPOSIT</p>   | <p>\$100</p>   | <p>\$100</p>   |
| <p>KEY FOB DEPOSIT</p>  | <p>\$10</p>  | <p>\$10</p>  |
| <p>WEDDING COORDINATOR</p>  | <p>\$100</p>   | <p>\$100</p>   |
| <p>SOUND AND/OR VIDEO TECH</p>  | <p>\$150</p>   | <p>\$150</p>   |

*Making Disciples of Christ through teaching, missions, and caring.*

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[www.kearneyfb.org](http://www.kearneyfb.org)