



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 _____

**I 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

(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 five 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 NONMEMBERS	NON-MEMBERS
SANCTUARY **	\$250 **	\$500 **
CHAPEL **	\$100 **	\$250 **
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
Over four hours of rental, please double rental rate. Rentals of four hours or more require a damage deposit.		
*Fees waived for all FBC Kearney ministries. *If church chooses to sponsor an event, pastor's signature required to waive rental fee.		
GYM RENTAL MEMBER/NON-MEMBER		
* Gym fees waived for all FBC Kearney ministries.		
PER HOUR	\$30 (recurring rentals) -\$40 (one time use)	\$30 (recurring rentals) -\$40 (one time use)
PER DAY (up to 12 hours use)	\$175	\$500
ADDITIONAL ITEMS		
DAMAGE DEPOSIT	\$100	\$100
KEY FOB DEPOSIT	\$10	\$10
WEDDING COORDINATOR	\$100	\$100
SOUND AND/OR VIDEO TECH	\$150	\$150

** If Sanctuary or Chapel rental setup requires tear down of current layout and setup of new arrangements, by church staff rental fee is doubled.

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