

BUILDING USE REQUEST FORM

First Baptist Church, 316 Hwy. 78 N., Blue Ridge, Texas 75424
Office: 972.752.5611; Fax: 972.752.5761

Name: _____ Today's Date: _____

Building Requested: _____ Event: _____ Date To Be Used: _____
Sanctuary: _____
Fellowship Hall / Gym: _____
Other: _____

FEES: Wedding Rehearsal	\$75.00
Rehearsal Dinner	\$75.00
Wedding Ceremony	\$75.00
Audio Equipment Use ♥♥	\$50.00 (per use; example: rehearsal & ceremony = 2 uses)
Video/Projection Equip. Use ♥♥	\$50.00 (per use)
Reception	\$75.00
Cleaning (after Wedding) ♥	\$100.00 per bldg.
Shower/Reunion/ etc. (1 bldg.)	\$75.00
Other: _____	\$ _____

TOTAL FEE: \$ _____

Security Deposit (in addition to regular deposit; returned after facility inspection) \$200.00
Regular Deposit: ½ of TOTAL FEE at request to secure date (maximum \$150.00): \$ _____
Deposit Date & Time: _____ Received By: _____

***Balance of fees** must be paid 1 week prior to the event. Balance Amt.: \$ _____
Date Balance Paid: _____ Received By: _____

***Cancellations** up to one week prior to event date will receive ½ of regular deposit refunded.

***HONORARIUMS** for minister(s), singers, musicians, etc. are your responsibility. The amount varies, but keep in mind you usually ask for two periods of their time off, usually weekends and holidays.

♥ **Cleaning fees go directly to authorized persons and are set by individuals. Certain rooms are restricted from use. Additional rooms will incur additional fee (\$25 per room). Please note room usage limitations on attached map. Cleaning fees do not include furniture moving.**

♥♥ **Audio /Video use separate.**

POLICIES: (Person reserving facilities must inform all guests of policies.)

- No alcohol of any type allowed on the premises.** Anyone detected as drunk will be required to leave immediately. Local authorities will be contacted if necessary. _____ (Initials requested after each policy)
- No Smoking, Profanity, or Improper Attire or Activity.** The person reserving the facilities is responsible for the actions of guests. Smoking outside should be away from any entrance and all butts should be picked up. _____
- Protection under all candles** must be used to prevent wax drippings. _____
- Do not use rice.** Bird seed is allowed outside the facilities. _____
- Do not use duct tape, tacks, or other damaging adhesives** on walls or furnishings (pews, tables, etc.). _____
- Do not operate the church's audio / video equipment.** (One video bulb costs over \$400.) **Authorized persons only.**
- ♥♥ **½ of fee goes directly to authorized person running the equipment.** _____
- Facility key** may be picked up one day in advance (M-F), provided all fees paid. (Call to pick up key.) _____
- Facilities must be vacated** at a reasonable hour in order to prepare it for next-day usage. _____
- Though rare, sometimes a **funeral** in our church family may have to be scheduled on the same day of your event, at a different time. Churches are generally notified 1 to 2 days prior. If this occurs, you will be notified and the church and funeral home will do its utmost to assist you in redecorating, if necessary. _____
- These facilities are used for spiritual / inspirational purposes.** They must be revered at all times with everyone's highest respect. _____

My initials above and signature below signifies that I have read and fully understand all policies and due dates of fees, and agree to abide by them as written.

Signed: _____ Date: _____

Church keeps original. Make copy for individual records.