

Facility/Calendar Request Form

First Baptist Church Kingston

Church Function:

Yes No

EVENT: _____

ROOM REQUESTED: _____

FLC Kitchen Requested: Yes No

Day of Week: _____ Date: _____ Time: _____

Responsible Person _____ Phone _____

Circle One: Church Member Non-Church Member

Number of Participants Expected: _____

Childcare Needed: Yes No If Yes, Number of Children Expected: _____

A/V Requested (Please Describe) _____

Key Requested: Yes No Issued to: _____

Preparation: Date _____ Unlock Time: _____ Lockup Time: _____

Unlock the following doors for preparation (If key not requested):

Event Entry: Date _____ Unlock Time: _____ Lockup Time: _____

Unlock the following doors for event (If key not requested):

Set-up/Special Instructions

I have read and agree to the attached terms & policies and agree to leave the room/facility as when arrived.

Signature: _____ Date: _____

Return completed and signed form to Jody McCloud

(Office Use Only)	
Date Presented: _____	Staff Approval: Yes _____ No _____
Date /Space Availability: Yes _____ No _____	Date Entered in Shelby _____
Member: _____	Non-member _____
Fee\$ _____	Paid _____

General Policies

1. **Facility use reservations will be confirmed upon receipt of the Facility/Calendar Request Form, Church Staff approval, and payment of applicable fees at the church office.**
2. Any use of any part of the facility must be scheduled through the church office.
3. The facility must be cleaned and vacated by the event lockup time.
4. The use of tobacco, drugs, and alcoholic beverages is prohibited on all First Baptist Church property. Fighting and abusive language is also prohibited.
5. Please do not loiter around the outside of the facility or in the parking lots.
6. At least one parent or sponsoring adult must accompany children ages twelve (12) and under at all times on First Baptist Church property.
7. Childcare may only be requested for church related functions and must be made two (2) weeks in advance.
8. The usage of the facility is limited to non-profit organizations and there will be no use of the facility for political or politically affiliated functions.
9. **The fee for non-church function use of any part of the facility except the Family Life Center and either Atrium is as follows. Costs to repair damages incurred during an event will be the responsibility of the group reserving the facility.**
 - a. **Members** **\$50**
 - b. **Non-Members** **\$100**
10. No equipment may be removed from the facility (including but not limited to hostess supplies, tables, chairs, a/v supplies, kitchen supplies, etc.)
11. **The fee for any A/V use for non-church function events is as follows.** All A/V equipment must be operated by the FBC A/V team.
 - a. **Members** **\$50**
 - b. **Non-Members** **\$100**
12. Music used anywhere in the church facility must be submitted to the church office for approval three (3) weeks prior to the event. Dancing is not allowed.
13. No pets are allowed in any part of the facility.
14. Each group is responsible for the overall conduct of its members.
15. Any activity, ceremony, ritual, etc. that is deemed by the Church Staff to be in conflict with the doctrine and teachings of First Baptist Church of Kingston is prohibited.

Family Life Center & Atrium Use Policy

Non-Church Sponsored Functions:

1. Reservations for the Family Life Center or either Atrium cannot be confirmed more than six (6) months in advance and should be made no later than three (3) weeks before the event.
2. All fees are for maximum of six (6) hours of use.
3. **Family Life Center Fees**
 - a. **Usage Fee for Member** **\$100**
 - b. **Usage Fee with set-up for Member** **\$200**
 - c. **Usage Fee for Non-Member** **\$200**
 - d. **Usage Fee with set-up for Non-Member** **\$300**
 - e. **FLC Kitchen Usage Fee** **\$150**
4. **Atrium Fees**
 - a. **Usage Fee for Member** **\$50**
 - b. **Usage Fee with set-up for Member** **\$75**
 - c. **Usage Fee for Non-Member** **\$100**
 - d. **Usage Fee with set-up for Non-Member** **\$125**

All Functions:

1. No footballs, baseballs, softballs, soccer balls, roller skates, bikes, or skateboards are allowed in the facility. Balls of any kind should not be thrown against walls, doors, or sound boards. No recreation equipment allowed in either Atrium.
2. Please do not hang from the basketball goal or net. No basketball dunking allowed.
3. Items may only be attached to the walls with masking tape in the FLC. Please remove tape after use and do not use duct tape. Nothing may be hung on the walls in either Atrium.
4. **No red, purple, or green colored drinks may be served.** Please clean up all spills immediately.
5. The kitchen must be cleaned after use with no food left in the kitchen cabinets, in refrigerators/freezers, or on the counter.
6. The FLC and Atria are not open on Sunday for activities or use for non-church sponsored functions.
7. The FLC and Atria are closed on all holidays observed by the church unless special approval is given at the time of reservation confirmation in the church office.
8. The FLC and Atria must be left in order, as when arrived. All trash should be placed in outside receptacle (do not drag trash bags across floor). All equipment (tables, chairs, etc.) must be returned to its original area as when arrived.
9. Seasonal and church-related decorations take precedence over all other facility events including weddings.