

# North Friendship General Baptist Church Facilities Usage Application/Contract for Non-Attendees

Date requested \_\_\_\_\_

Facilities Requested (Please check one)

\_\_\_\_\_ Sanctuary (\$350)          \_\_\_\_\_ Family Life Center (\$375)  
*(If requesting the Sanctuary and the Family Life Center together,  
please fill out a separate application/contract for each.)*

Name of person who will be responsible for rental and paying fees \_\_\_\_\_

\_\_\_\_\_

Address of responsible party \_\_\_\_\_

\_\_\_\_\_

Phone number of responsible party \_\_\_\_\_

Purpose of Event (birthday party, reunion, family gathering, wedding, etc.):

\_\_\_\_\_

Activities planned (inflatables, type of games, etc.):

\_\_\_\_\_

(We do not allow the use of bubbles, water or any substance that may make the floors slippery or get on the walls in our facilities.)

*If you are requesting the use of North Friendship General Baptist Church facilities for a wedding, please answer following questions. If the request is not for a wedding, skip down to question 7.*

-----

1. Name of couple:

Man \_\_\_\_\_ Woman \_\_\_\_\_  
(We do not support Same Sex Marriages)

2. Name of Minister who will be performing ceremony

\_\_\_\_\_

3. Religious Affiliation of Minister performing ceremony \_\_\_\_\_

4. I am requesting that the facilities be opened at \_\_\_\_\_ and locked at \_\_\_\_\_ on \_\_\_\_\_ for the Wedding Rehearsal (fee is \$50 for the Attendant/Sound Technician to be here during the hours requested, not to exceed a 2 hour continuous time span unless requesting extra time at \$25 an hour. North Friendship GB Church requires the presence of an attendant at all times during the hours rented by a non-attendee. This time must be requested with application/contract.)

5. I am requesting that the facilities be opened at \_\_\_\_\_ and locked at \_\_\_\_\_ on \_\_\_\_\_ for the Wedding (fee is \$100 for the Attendant/Sound Technician to be here during the hours requested, not to exceed a 4 hour continuous time span unless requesting extra time at \$25 an hour. North Friendship GB Church requires the presence of an attendant at all times during the hours rented by a non-attendee. This time must be requested with application/contract.) If the wedding is on a Saturday, the Sanctuary must be vacated by 9:00 pm.

6. I have a video/DVD I would like shown before/during/after the wedding, therefore I require the presence of a Video Technician in addition to the Attendant/Sound Technician. (fee is \$100 and Video Technician will be present at wedding rehearsal and wedding.) Please check one of the following \_\_\_\_\_yes \_\_\_\_\_no

-----  
Skip to question 8 if request is for a wedding.

7. I am requesting that the facilities be opened at \_\_\_\_\_ and locked at \_\_\_\_\_ on \_\_\_\_\_ for the event (fee is \$50 for the Attendant/Sound Technician to be here during the hours requested, not to exceed a 2 hour continuous time span unless requesting extra time at \$25 an hour. North Friendship GB Church requires the presence of an attendant at all times during the hours rented by a non-attendee. This time must be requested with application/contract.)

8. Expected number of people in age categories that will be in the building during the planned rental time:

\_\_\_\_\_ 0-3 yrs \_\_\_\_\_ 4-10 yrs \_\_\_\_\_ 11-15 yrs \_\_\_\_\_ 16-18 yrs \_\_\_\_\_ 19+ yrs

9. Following is a check-list for you to complete. Failure to answer each question will result in a delay of application review.

Yes	No	Not Requested	
<input type="checkbox"/>	<input type="checkbox"/>		I have read and agree to the fees and terms of the deposit and balance due for the facilities and attendant/technicians I am requesting.
<input type="checkbox"/>	<input type="checkbox"/>		I understand and agree that everyone present at my event is to stay in the rented areas only, which are the area(s) check on page 1.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I understand and agree that Sound and Multi-Media equipment is to be used by Attendant/Technicians only. This excludes the use of the microphones.
<input type="checkbox"/>	<input type="checkbox"/>		I understand and agree that I am responsible for cleaning all bulky packaging (boxes, streamers, plastic bags, decorations, etc.)
<input type="checkbox"/>	<input type="checkbox"/>		I understand and agree to make sure that everyone present at my event is aware that there is <b>NO</b> use of alcohol or tobacco products, no unsafe, immoral or illegal conduct on the premises..
<input type="checkbox"/>	<input type="checkbox"/>		I understand and agree that no food or drink is to be taken out of the Family Life Center into any other area of the church.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I understand and agree that rice and birdseed are not permitted.
<input type="checkbox"/>	<input type="checkbox"/>		I understand and agree that the 50% deposit that is required upon acceptance of this application/contract is non-refundable should I cancel for any reason. (Upon acceptance of this application/contract, a break down of the fees for the requested facilities and attendant/technicians will be mailed to me with a due date for the 50% non-refundable deposit due approximately 10 days after acceptance of application, the remaining balance due 30 days prior to the event and the overall total.)
<input type="checkbox"/>	<input type="checkbox"/>		I understand and agree that any damages to the church or the church property that occur as a result of my event will be my responsibility.

Yes	No	Not Requested
-----	----	------------------

_____	_____	I understand and agree to the terms of this Application/Contract which include the clean-up checklist which is to be completed and returned to the Administrative Assistant following the event.
-------	-------	--

_____	_____	I understand and agree that my requested date will be secured on the church calendar upon receipt of this application/contract along with a \$100 Refundable Contractual Deposit. North Friendship GB Church reserves the right to keep this Refundable Contractual Deposit, if the contract is broken in any way. (Should the application/contract be denied for any reason, the Refundable Contractual Deposit will be returned. The facilities are not available for rent on weekends when a church event is scheduled.)
-------	-------	---

_____	_____	I understand and agree to provide and keep in effect during the terms of the rental, comprehensive general liability coverage or comprehensive personal liability coverage in the amount of \$500,000 each occurrence of bodily injury to any person or group of persons or for property damage. A certificate or other acceptable proof of the requisite insurance shall be delivered to North Friendship General Baptist Church not later than seven (7) days prior to the event. Failure to provide this within the time limit may result in cancellation of event. (If event goes past midnight, Insurance must be provided for the next day as well.)
-------	-------	--

_____	_____	_____	I understand and agree that set-up and take down of tables and chairs in the Family Life Center is my responsibility. I will make sure that tables are wiped down and the tables and chairs are put back into their proper location according to the diagram or the instructions of the Attendant.
-------	-------	-------	--

_____	_____	_____	I understand and agree to clean all appliances, dishes and utensils used at my event and return them to their proper location.
-------	-------	-------	--

_____	_____	I understand and agree that all children will be supervised at all times.
-------	-------	---

_____	_____	I understand and agree that toys that stored in the Family Life Center storage room are not to be taken out.
-------	-------	--

_____	_____	_____	I understand and agree that if the upstairs (sanctuary and rooms on upper level) is rented on Sat. evening, we will be out no later than 9 pm in consideration of the custodians coming in to clean for Sunday morning worship.
-------	-------	-------	---

Yes      No      Not  
                 Requested

\_\_\_\_\_

I understand and agree that if the Family Life Center is rented in conjunction with a wedding, I will be allowed to decorate the Family Life Center at no extra charge as long as the desired time of decorating coincides with the wedding events (ie. During the hours the sanctuary is rented for the rehearsal.). If I go over the agreed rental time, it must be approved by the attendant and I will be charged \$25 an hour.

I have read, understand and agree to the above listed requirements for the use of North Friendship General Baptist Church facilities.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

For use by North Friendship GB Church Facilities Usage Committee only

The above request has been discussed by the North Friendship GB Church Facilities Usage Committee and approved.

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Date

The above request has been discussed by the North Friendship GB Church Facilities Usage Committee and denied.

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Date