

*First Baptist Church
215 Ann Street
Ravenswood, WV 26164*

Sanctuary and Fellowship Hall Use Consent Form 6-17
Non-Member Use

Organization/Individual: _____

If Organization-Responsible Party: _____

Address: _____

Phone: _____ Date Submitted: _____

If Organization, is the Organization Non-Profit? Yes _____ No _____

We will be using the _____Sanctuary _____Fellowship Hall _____ Both (check one)

The facility will be used for: _____

Note: No For-Profit activities are allowed.

Date Requested: _____ Time: _____

Weddings:

The following fees are required for **weddings** of non FBC members:

Fellowship Hall- \$250 fee with \$100 security deposit

Sanctuary-\$100 fee with \$50 security deposit

Weddings for non FBC members requires a sponsoring member of the church. Please list the member who will be sponsoring you. **Form C-10 must also be completed for review.**

Showers, Parties or Gatherings:

The following fees are required for bridal/baby showers and birthday parties of non FBC members:

Fellowship Hall-\$50 fee with \$50 security deposit

For outside organizations the following fees are required:

Fellowship Hall- \$200 fee with \$100 security deposit

The security deposit will be returned after the event at the discretion of the Trustee Board, if the facility is returned to its original condition.

(OVER)

Individuals and Organizations will be expected to complete all the required cleaning listed below. The Trustee Board will conduct an inspection after the event.

- Replacing tables, chairs, and other furniture in their original places
- Removing all garbage and trash after use of the facility (dumpster is outside behind the church on the Mulberry Street side)
- General pick up, sweeping, mopping the kitchen and clean up of any items used in the hall or kitchen area
- Clean up and pick up in the restrooms

Fees for non-profit organizations can be waived upon approval of the trustees.

Individuals/Groups using the facility will be required to abide by the following rules:

- No smoking nor alcoholic beverages will be permitted in or around premises.
- No foul or abusive language will be permitted.
- Nothing is to be attached to the Fellowship Hall walls.
- Children must be supervised at all times and not be allowed to play on the piano or organ or to run around the church building.
- Dancing in the First Baptist Fellowship Hall is prohibited. This prohibition includes wedding receptions.
- Use of the sound equipment, piano, organ, and microphone will be with prior permission only.

I/We agree to the above rules and regulations. _____
Signature of Responsible Party(Parties)

This application will be submitted to the Trustee Board for approval.

First Baptist Church will not be liable for any injuries or damages that may result while the facility is being used by the above signed individuals or organizations.

For Trustee Use Only	Date_____
Approved_____	Not Approved_____
Trustee_____	
Trustee_____	
Trustee_____	

FIRST BAPTIST CHURCH
RESERVES THE RIGHT
TO CANCEL A
RESERVATION DUE TO
AN EMERGENCY OR AN
UNFORSEEN
CIRCUMSTANCE.