

FACILITIES USE REQUEST AND FEES FORM

First Baptist Church of Georgetown, Inc.

Location: 1330 Lexington Road

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Georgetown, KY 40324

Revised and Effective: Fall, 2012

By the Trustees of First Baptist Church of Georgetown, Inc.

This form must be used by any member or non-member to request the use of church facilities, including the sanctuary, meeting rooms, parking lots, real estate, vehicles, chairs, tables, or other property or equipment. This applies to any activity that is not a regularly scheduled or approved activity of First Baptist Church (FBC). This form must be completed and delivered to a Co-Chairperson of the Trustees 30 days (60 days for a wedding) before the event for approval of set-up, break-down and payment of all applicable fees. The Trustees and/or Joint Committee (with input from the Pastor when needed) will make the final decision to approve or deny the request. Approved activities will be placed on the church calendar maintained by the person(s) specified by the church.

The staff of FBC is not responsible for set up, break-down, or clean up related to any activity other than regular, worship, classes and activities of FBC. Any auxiliary, individual, organization or group that is granted permission to use the facilities of the church must make arrangements to handle these matters. Failure to do so could result in additional charges for damages or denial of future requests.

The applicant whose signature appears on this Facilities Use Request Form agrees to be held responsible for any and all damages resulting from the use of church facilities granted under this request. Applicant further agrees to hold FBC Georgetown, Inc. and its officers, representatives and members harmless for said damages and to reimburse FBC Georgetown, Inc. for all costs related to repairs or restitution for said damages.

REQUEST

(Please Print Legibly)

Dates(s) of Activity or Event: Beginning ____ / ____ / ____ Ending ____ / ____ / ____

- Item(S) Needed For Activity or Event: 1. _____
2. _____
3. _____
4. _____
5. _____

Reason/Need for Items Requested: _____

Printed Name of Applicant: _____

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

Applicant's Email: _____

Is Applicant an Active Member of FBC Georgetown? ____ Yes ____ No (Not a Member of a Church)

____ No (Member of Another Church) If Applicant is a Member of Another Church:

Name of Church of Applicant's Membership: _____

Pastor's Name Where Applicant is a Member: _____

Applicant's Signature: _____ Date: ____/____/____

Addendum to Facilities Use Form: Fees

I. FEES FOR USE OF FIRST BAPTIST CHURCH FACILITIES

A. Funerals

- | | | |
|----|---|-----------|
| 1. | Fee for use of the facilities for funerals: | \$250.00 |
| 2. | Fee for use of the use of the facilities and provision of a meal for funerals | \$350.00* |
| | *Provided as a courtesy for First Baptist members | |

B. Weddings

1. Non-Members

Fee for use of the facilities including: rehearsal, rehearsal dinner and/or reception and wedding: \$1,200.00

Fee for use of the facilities: wedding only \$900.00

2. Members

To qualify for Members Fees requires active membership at FBC Georgetown by at least one of the engaged persons: the husband-to-be or the wife-to-be.

Fees for use of the facilities including: rehearsal, rehearsal dinner and/or reception and wedding: \$500.00

Fees for use of the facilities: wedding only \$250.00

C. Payment of Fees

All fees must be paid to First Baptist Church with a local bank Cashier's Check as follows:

1. One-half of total fees must be paid at the time of the submission of the application. The balance is due 30 days prior to the event.
2. Should the event be cancelled within 30 days of the scheduled date, the church will retain 50% of the fees and refund the remainder by check to the applicant.

II. FEES PAYABLE TO CHURCH PERSONNEL FOR USE OF FACILITIES

1. Audio-Visual Ministry Staff: \$50.00 (Payable to the staff member at rehearsal with a local bank Cashier's Check)
2. Trustee on Call: \$50.00 (Payable to the Trustee on Call at rehearsal with a local bank Cashier's Check)

I hereby indicate that I have read The Facility Request Form and agree to all the terms provided therein. I further indicate that failure to provide the fees per this Form results in the forfeiture of the use of the facility.

Applicant's Signature

Church Trustee Co-Chair

Church Trustee Co-Chair

Date

APPROVAL

Approval by Trustee Co-Chair on Behalf of First Baptist Georgetown, Inc.

____ YES ____ NO Signature: _____

Date: ____/____/____

Comments: _____

Routing: ____ Trustee Co-Chairs > ____ Calendar > ____ Original to File ____ Copy to Applicant
