



# First Baptist Church/ROC Facility Use Form

1000 East 16th Street - Dalhart, Texas 79022 - Office (806)244-5584 Fax (806)244-5586

### **Point of Contact (POC):**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Where do you attend church?: \_\_\_\_\_

### **Event:**

Type of Event: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Approximate Number in Attendance: \_\_\_\_\_

Event Time: \_\_\_\_\_

**Event Time includes set up and clean up.**

### **Facility:**

<b>ROC</b>	_____	Playroom/Dining Room	_____	Kitchen/Dining Room
	_____	Gathering Room	_____	Meeting Room
<b>FBC</b>	_____	Sanctuary	_____	Chapel
	_____	Fellowship Hall	_____	Classroom #

### **Equipment:**

_____	Chairs	_____	Tables
_____	DVD/TV	_____	Sound System (\$75 fee)
_____	Video Projection (\$75 fee)	_____	Lighting (\$75 fee)

Will food be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

I have read the Facility Use Policy for First Baptist Church's facilities and agree to abide by them. I understand all fees and deposits must be paid at the time this form is returned.

POC Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Facility Usage Policy First Baptist Church/ROC**

This policy must be read, signed and a deposit of \$100 must be given to the church office before the activity or event is placed on the calendar. By signing below, the Point of Contact, hereafter referred to as POC, agrees to comply with the following policies and procedures. Failure to comply with this agreement can result in the loss of all or a portion of the deposit.

- I. Facilities may be reserved on a first come – first serve basis, as long as it does not interrupt FBC functions. FBC reserves the right to refuse the use of any church facility.
- II. The POC reserving the building space will be required to make a \$100 damage deposit (\$200 if using sanctuary) to reserve the space requested. If after use, any clean up by our custodial staff is required, the funds to pay for this will come out of the deposit. All facilities should be returned to their previous condition after usage.
- III. The POC will be responsible for all guests attending the function, and will be financially responsible for any damages incurred by the POC of guests attending the function.
- IV. The POC will provide adequate adult supervision during the function.
- V. Guests attending the event must stay in areas that have been reserved.
- VI. Food or drinks are allowed only in designated areas, all spills must be cleaned up.
- VII. Prohibited items include: any form of tobacco, anything considered a weapon, any form of alcoholic beverage, or controlled substances.
- VIII. Prohibited usage includes teaching / selling for personal gain without prior approval.
- IX. Animals are not permitted in our facilities.
- X. All refreshments and decorations, including adhesives, must be taken out of the building when the function is over.
- XI. Trash cans and liners are provided, but trash must be taken out after the function.
- XII. If using kitchen or dining areas, all appliances, utensils, supplies, tables and chairs, must be cleaned and put in their proper place after use.
- XIII. Floors must be vacuumed, swept, or mopped, as needed.
- XIV. FBC assumes no responsibility for lost, misplaced, or stolen items.
- XV. Playroom Guidelines
  - I. No children above 10 years of age are allowed in the playroom area.
  - II. All children must be directly supervised in playroom.
  - III. No climbing on the outside of the equipment or behind the equipment.
  - IV. Shoes must be removed before entering the playroom equipment.
- XVI. Fee Schedule (Member / Non- Member)

A deposit of \$200 is required for use of the Sanctuary. A deposit of \$100 is required for any other building use.

<b>Church Building</b>	Member/Non Member
a. Sanctuary	(\$300 / \$400)
b. Chapel	(\$175 / \$275)
c. Fellowship Hall	(\$50 / \$75) 2 Hour Rental. There is \$25 charge for each additional hour.
d. Classrooms	(\$25 / \$50)

<b>ROC Building</b>	Member/Non Member
a. Playroom/Dining/Kitchen	(\$50 / \$75) 2 Hour Rental (includes set up and clean up time)
b. Gathering Room/Kitchen	(\$50 / \$75) 2 Hour Rental (includes set up and clean up time)
c. Meeting Room/Kitchen	(\$50 / \$75) 2 Hour Rental (includes set up and clean up time)

**There is \$25 charge for each additional hour any part of the ROC is used.**