

WEDDING BUILDING USE REQUEST FORM

Instructions:

1. Review the Building Use Policy (located at end of form)
2. Fill out all sections completely and return to church office
3. Church office will notify requestor of Trustees' decision on the request
4. Requestor pays applicable fees to Church Secretary
5. Non-FBC affiliated requests must include a signed Release of Liability Form

Today's Date:	Dates & Times Requested:			
Name of Person Making Request:	Approximate # of People:			
Address:	Are you a member of FBC? Yes _____ No _____		Related to Member _____ Name of Member:	
Phone Number:	Name of Groom:			
E-Mail Address:	Name of Bride:			
	FBC Family		Non-FBC Family	
	Rental Fee	Select	Rental Fee	Select
Sanctuary				
Ceremony	N/A		\$500	
Rehearsal	N/A		\$100	
Ceremony House Sound (2 hrs including rehearsal & setup)	\$150		\$150	
Ceremony Recording	\$100		\$100	
Multipurpose Room (Gym)				
Reception	N/A		\$350	
Setup	N/A		\$25	
Hanging String Lights	\$50		\$50	
Classrooms				
112	N/A		\$35/hr	
204	N/A		\$35/hr	
205	N/A		\$35/hr	
206	N/A		\$35/hr	
207	N/A		\$35/hr	
208	N/A		\$35/hr	
302 (Meeting Room/Library)	N/A		\$35/hr	
304	N/A		\$35/hr	
Family Room	N/A		\$35/hr	
Lobby	N/A		\$35/hr	
Setup	N/A		\$25	
Kitchen	N/A		\$35/hr	
Nursery (Upon request)	N/A		\$35/hr	
Extras				
Ceremony Video Editing	Request quote		Request quote	
Portable Sound System	\$25		\$25	
Video Projector	\$25		\$25	
Safety Team Coverage (Upon request if available)	\$25 for first hr, \$15/hr each additional hr		\$25 for first hr, \$15/hr each additional hr	
Building Staff			\$25 for first hr, \$15/hr each additional hr	✓
Refundable Cleaning Deposit	\$100	✓	\$100	✓

Please note the following:

- Faith Bible Church reserves the right to charge additional fees or deny your Cleaning Deposit Refund if the facility or equipment is found in negligence or damaged beyond normal wear and tear. Any use of glitter is highly discouraged.

ACCOUNTABILITY ACKNOWLEDGEMENT

I (the requestor) acknowledge and agree to the acceptance of liability for any damage to the facility and/or the furnishings and equipment resulting from carelessness or inappropriate activity. I have read and understand the Faith Bible Church Building Use Policy. I agree to return the facility to its original condition following the event. I understand that alcohol, smoking, or other tobacco usage are not permitted in the building or on the property of Faith Bible Church.

Signature

Date

SET-UP DETAILS

Date of Event: _____ Time Needed: _____ to _____

Date/Time Set-up Requested to be Completed: _____ (may need to be overridden by Trustees if this conflicts with other events)

Please Draw a Diagram of Set-up as Needed:

PLEASE RETURN THIS FORM TO THE CHURCH OFFICE – ONE MONTH NOTICE IS APPRECIATED

APPROVAL GRANTED BY BOARD OF TRUSTEES: (Circle, date & sign):

YES NO

Trustee Signature

Date

Summary of Fees Due: _____

Reason for Denial or Conditions for Approval – Remarks: _____

Wedding Building Use Policy

POLICY OBJECTIVE:

The objective of this policy is to establish a clear understanding of permitted users and uses of Faith Bible Church facilities and of the prescribed processes for requesting and gaining approval to use any FBC facilities.

POLICY:

Faith Bible Church facilities are built and operated to support the Christian ministries of Faith Bible Church and are maintained by the Elder Board and the Board of Trustees of Faith Bible Church for that purpose. All uses of FBC facilities by its pastoral staff, ministries, and Family members are controlled by church staff and the Board of Trustees and are scheduled on the FBC Master Calendar. All building uses shall be completely consistent with the FBC Constitution, By-Laws, and Policy Manual. If there is any doubt about this, the Building Use Request will not be approved.

A fee schedule for building use is established and maintained by the Board of Trustees. This fee schedule covers most typical or routine building use requests. A Building Use Request form will be required for all building requests initiated by anyone other than FBC staff or Elders.

The following information and guidance is given with respect to Faith Bible Church facility usage;

1. All requests for the use of the FBC facilities will be made via the Wedding Building Use Request Form and submitted to the Church Office at least six months in advance of the event. There is generally no building use fee to Family members. Those reserving the building will be responsible for general cleanup and re-setting of rooms after use. The Board of Trustees and Board of Elders must review and approve these requests before they can be added to the FBC Master Calendar.
2. All weddings and wedding receptions at FBC require the approval of the Lead Pastors and Board of Trustees. At least six months' notice is suggested for these requests.
3. All FBC building uses by non-Family groups shall be accompanied by a Liability Release Form that is available from the Church Office.
4. For events taking place in the sanctuary on a Saturday, all attendees must be out of the sanctuary by no later than 6:00 PM to allow for time to setup for Sunday morning worship.
5. The facility will not be used by any group that the Board of Elders or Trustees deems as high risk for liability. That is, activities that may either do excessive damage or have higher risk of injury.
6. FBC Ministry events will typically take precedence in the event that the same space is desired by two groups. The Board of Elders will make the final decision.
7. The Board of Elders reserve the right to approve or disapprove the usage of the facility to any group or individual for any reason they find prudent to the God-pleasing efforts of FBC's ministries, facilities, and Family.
8. Audio/Visual equipment is only to be used by members of the Audio/Visual Team or a designee of the Audio/Visual Team Chairman.
9. If a room is rearranged for your purpose, please arrange the room back to the way you found it.
10. Trustees are available to do the major setups, per the setup procedures they establish (please see page 1 for pricing).
11. Please clean up after your event and take your trash to the dumpster. If there are spills or other damages please notify the Trustees as soon as possible.
12. Building access codes will be given out to selected people. If the building is opened by your code you will be responsible for the usage by those you are letting in. If you are last to leave the building, please turn off the lights, lock the doors and set the alarm (or communicate to others remaining in the building that you are leaving and they will be responsible for closing).
13. Questions on building use and approval processes should be directed to the Church Secretary.