**Please complete this form and mail or bring it to the Church Office.**

**Office hours 9 am to 2 pm … OR complete the form, save it and attach it to an email to office@fbcgo.org**

First Baptist Church of Gresham  224 W. Powell Blvd., Gresham, OR 97030

503-665-2159  FAX 503-492-1396  EMAIL office@fbcgo.org

### CHURCH FACILITIES SPACE-USE APPLICATION

|  |  |
| --- | --- |
| NAME OF GROUP REQUESTING USE |   |
| TYPE OF ACTIVITY |   |
| CONTACT PERSON |   |
| PHONE (DAY) |   | (EVENING) |   |
| EMAIL ADDRESS  |   |
| ADDRESS |   |
| DATES AND TIME OF USE (Please indicate the setup time and the actual event time.) |
| Date |   | Time |   |
| Date |   | Time |   |
| Date |   | Time |   |

EXPECTED ATTENDANCE: [ ] 1–25 [ ] 26–50 [ ] 50–100 [ ] 100–150 [ ] 150–200

ROOMS NEEDED: [ ]  Sanctuary [ ]  Fellowship Hall [ ]  Kitchen [ ]  Library [ ]  Nursery

[ ]  Assembly Hall (downstairs) [ ]  Senior High Room [ ]  Junior High Room  [ ]  Other:

[ ]  Advance Booking - (Nights/Weekends) Non-church sponsored activities are not booked more than six months in advance. (Days) Non-church sponsored activities are not booked more than one year in advance.

[ ]  I accept the responsibility of making all arrangements during normal office hours for use of building and equipment. I also agree to make sure that the church is in the same condition it was found, including placement of tables, chairs, etc. If not left in good condition I will pay additional custodial or repair costs over and above the space-use fee.

[ ]  I understand that **no smoking, use of drugs, or consumption of alcoholic beverages is allowed** on church property.

[ ]  **All** children under the age of eighteen years old **must** be supervised at all times by an adult.

[ ]  The space-use fees do not include supplies and equipment. Supplies in kitchen, Sunday School rooms and other rooms are not part of space use fee as they are for the ministries of our congregation. Groups not sponsored by our church need to bring their own supplies (i.e. paper, tape, scissors, staplers, glue, dry-erase markers, food items, etc.) **Office supplies and copy stores are nearby.**

[ ]  Lock-up and lights out for this function is the responsibility of the function leader. For security reasons, the church doors should not be kept unlocked or opened unless the function leader is there as the people come in. Then the doors should be locked.

[ ]  The maximum number of people allowed in the Fellowship Hall by the Fire Marshal is 95.

[ ]  **Sanctuary use**: You may use the piano in the sanctuary. However, there is a tuning fee of $90 to be paid in advance if the piano is moved up/down the stage. The moving of the piano must be done by the church. Please inform the church office in advance if you want the piano moved. The use of the sound booth and audio visual equipment is not included in this agreement. If you need use of them, an arrangement must be made with our sound booth operator. A fee of $50 is to be paid directly to the operator.

[ ]  Due to limited custodial service, please take out your food garbage to the dumpster in the parking lot after your event.

**Cash down payment is due to confirm date on church calendar. Balance due 2 weeks prior to date of event.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |   | Date |   |

#### Office Use Only

Space-Use Fee: $\_\_\_\_\_\_\_\_\_\_\_\_ Cash Down Payment: $\_\_\_\_\_\_\_\_\_\_ Balance $ \_\_\_\_\_\_\_\_\_\_ due \_\_\_\_\_\_\_

Additional Fee: $ \_\_\_\_\_\_\_\_\_\_\_\_\_ Key \_\_\_\_\_\_\_\_\_\_\_ Code \_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *February 2015*