

First Baptist Church
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Facility Use Request

Member Responsible:

Individual Name:	Group:	Date of request*:
Address:	State:	Zip:
Phone – home:	Phone – work:	Phone – cell:
Email address:	Regular participant at FBC?	
Deposit:	Cash/check:	
Deposit will be returned by mail after the event if there are no damages, or other fees owed.		

Facility Request:

Event / Use Description:

Date	Time From	To	Room or area	Set up specifics

Other information:

I have read, understand and agree to comply with the facility use requirements as well as fee schedules. I agree that I am responsible for the fee for use plus any additional costs which result from failure of my group to comply. I am responsible for returning the facility to pre-use condition at the conclusion of my activity.

Signature:	Date:
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For Church Use

Sponsor:	Event Coordinator:
Calendar reserved date:	Staff Review date:
Approved by:	Approved Date:

Fee Amount	Fee Description	Date
1.		
2.		
3.		
4.		
5.		

* Request must be made 5 weeks in advance

Facility Use Requirements

Requirement	Description	Specific Examples
Respect for God	We view this as God's house and we are in His presence	<ul style="list-style-type: none"> ▪ No swearing ▪ Teaching/preaching/music consistent with First Baptist's beliefs (if in doubt – get approval in advance) ▪ Not used for commercial / for-profit individual or organization benefit
Respect for all of His People	Treat others as you would have them treat you.	<ul style="list-style-type: none"> ▪ Seek positive relationships treating others with respect and dignity. ▪ No smoking in the building
Respect for all of His Property	Use of facilities and equipment so others can enjoy them after you.	<ul style="list-style-type: none"> ▪ Use equipment gently ▪ You will be responsible for damages ▪ No use of courtyard or grounds which damages turf or landscape.
Respect for all of our Safety & Security	A safe and secure environment for all people in facility.	<ul style="list-style-type: none"> ▪ No use of rice, bird seed, confetti inside or out (these materials can make the floors slippery and unsafe). ▪ No alcoholic beverages used or brought onto the property.

Facility Use Fee Schedule*

Area	Regular Church Participant Fee (reflects incremental cost)
Sanctuary (eg wedding)	\$400 /event (includes special event coordinator)
Chapel	\$150 /event (set-up as is)
Parlor & Kitchenette	\$75 /event
Kitchen	\$75 /event
Fellowship Hall	\$10/hour
Courtyard	\$50 /event
Welcome Center	\$10 /hour
Café	\$10 /hour
Gymnasium	\$10 /hour*** (No charges for early set-up, if gym is available.)
Gymnasium Reception/Dance	\$150.00
Theater Stage	\$10 /hour
Fitness Center	\$2 /hour (6 or more)
Game Room	\$5/hour (6 or more)
Class Room	\$4 /hour (6 or more)

* Fees must be paid before date can be added to the calendar, and a \$250 deposit will be required

** if this amount represents a hardship, other options may be available.

*** additional fee if major event requiring setup/cleanup

Service Fee Schedule

Area	Regular Church Participant Fee
Officiating Minister (wedding)	\$150 /event
Organist	\$125 /event
Soloist or Instrumentalist	\$75 /event
Nursery care givers (for 2)	\$15 / hour for two First Baptist caregivers (required by policy)
Custodial Services	\$30 /hour (after regular custodian hours)