

First Baptist Church of Basehor - BUILDING USE REQUEST FORM

Please return completed form to church secretary in the church office in advance of the date(s) requested to confirm your reservation.

1. _____ Date: _____
(Group or Individual requesting use of facility) (today's date)

2. Address: _____ Phone #: _____

3. Date(s) Requested: _____ If recurring - Start date: _____ End date: _____

4. Day of Week: _____ Time of day: Begin: _____ End: _____

5. Sponsor (FBC Member) who will be present (**required**): _____

6. Does Sponsor (FBC Member) need access to building (key)? Yes ___ No ___

7. Facility use requested (please **circle** all rooms you plan to use): Multi-purpose Room, Kitchen, Classroom(s)
C, D E. Equipment needed: Tables how many (approx.) _____ Chairs (approx.) _____

Please provide description of event to be held: _____

8. Approximate number of all people attending event: _____

9. Usage Fees: **Usage requires a \$150.00 (cash) deposit that is refundable less any damages to facility**

Funerals and Funeral dinners: no charge

Wedding: Member \$150.00

(All weddings must be approved

Wedding: Non-member \$300.00

by the Pastor / Elders)

For weddings – the use any of the rooms or facilities (marked in Item 7 above) in the church is included.

- To use only the multipurpose room, with or without the kitchen - CHURCH MEMBERS ONLY
 - \$75.00 (for 24 or less people)
 - \$125.00 (for 25 or more people)

Full payment (and deposit) is due at time of reservation.

Checks should be made payable to "First Baptist Church of Basehor."

If you have questions, contact the church office at 913-724-1091. Monday thru Thursday | 8:30 a.m. – 4:30 p.m.

Mail application and check to:

First Baptist Church of Basehor | P.O. Box 236 | Basehor, KS 66007

NOTICE: The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities **and agrees to be responsible for any property damage that results during the use of the facilities.**

Please report any damage to the church office promptly. Also, the group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Building Use Rules & Kitchen Rules" – reverse side). Signature/s on this form indicates acceptance of all applicable fees, rules and guidelines.

Signature of Responsible Party Organization/Group Name Date: _____

Signature of Sponsor (FBC Member) Date

For church use only: Approved by: _____ Date: _____

Building Use Rules & Kitchen Rules

First Baptist Church is a registered non-profit religious organization. Non-profit community-based organizations, whose purpose and activities are not in conflict with the purposes of First Baptist Church, may use the facilities for non-commercial purposes. Please note: It is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and deposit it into the dumpster located by the outbuilding.
2. Wipe off tables before storing. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
5. Do not put any holes, including the use of nails or tacks, in the walls. You must use gaffer tape (painter tape) on the walls, pews, and carpet. Afterwards, remove any items put up or set out in connection with your event.
6. The use of illegal drugs, or alcohol is strictly prohibited. No dancing is allowed in the facility. No firearms or other weapons are allowed on the premises.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up.
8. Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

KITCHEN RULES

1. Check with church office for availability of date desired. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen.
2. Please return items to designated cupboards. Cupboards are labeled for your convenience.
3. Please take home all food and beverage items unless specific prior plans for storage have been made.
4. Clean-up: Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep/vacuum floor if needed.
5. Leave used dish cloths and towels in the sink. They will be picked up and laundered.

Thank You for your cooperation. Following these guidelines will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, please contact the church secretary.

Signature of Event Coordinator

Phone number

Date

(email or other contact information)

For questions and assistance with Weddings, including the use of Audio/Visual equipment, please contact the church office (913-724-1091) to speak with the Wedding Coordinator.