

**Use Of Building Request Form**

*Approved by the Board of Directors on March 4, 2008*

I have read the Use of Building Policy and, if applicable, The Wedding Policy, of the First Baptist Church of Caney, Kansas (The Church). I understand the policies, terms and conditions contained therein and agree to abide by them and to insist that all persons who are a part of my group will also abide by them.

I understand The Church reserves the right to refuse use of the building if I or my guests do not abide by the terms of this policy.

I understand that my requested event will not be scheduled on The Church Building Use Calendar until my Use of Building Request Form is submitted to and approved by The Church, AND all fees are paid to The Church.

I will be liable for any damage to the premises which may be caused by myself or my guests during my use of the building. I release and indemnify The First Baptist Church, its agents and assigns, from any liability which may arise from any accident or injury which may occur on the premises during the event.

\_\_\_\_\_  
(user's signature)

\_\_\_\_\_  
(user's signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(date)

**Information regarding the requested function or activity:**

a. The nature of the activity:

\_\_\_\_\_

\_\_\_\_\_

b. The date of the activity: \_\_\_\_\_  
From \_\_\_\_\_ a.m. / p.m. Until \_\_\_\_\_ a.m. / p.m.

c. The date and time of the rehearsal (if applicable): \_\_\_\_\_

d. If a wedding, will a reception be held at the church? \_\_\_ yes \_\_\_ no

e. Will you use \_\_\_ Sanctuary, \_\_\_ Fellowship Hall, \_\_\_ The Foundation

f. Will you need the church's organist / pianist / soloist?  
\_\_\_ yes \_\_\_ no

g. Will you need the church to provide a nursery attendant?  
\_\_\_ yes \_\_\_ no

Est. number of children age 12 mos. and under (1 to 4 ratio): \_\_\_\_\_

Est. number of children age 13 mos. to 12 yrs (1 to 14 ratio): \_\_\_\_\_

How many hours will the nursery attendant(s) be needed? \_\_\_\_\_

h. Will you need a P.A. system? \_\_\_ yes \_\_\_ no

i. Will you need the video equipment? \_\_\_ yes \_\_\_ no

j. Contact information of the responsible party(ies):

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address:

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Best time to reach you:

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Name:

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Address:

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Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address:

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Best time to reach you:

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- I. If you have a friend or relative who attends First Baptist Church, please list them:

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## SUMMARY OF BUILDING USE FEES

	Member	Non-Member	Fee
<b><u>Use of Building</u></b>			
Use of Sanctuary	\$ 0	\$100	_____
Use of Foundation	0	250	_____
Use of Fellowship Hall	0	50	_____
<b><u>Custodial Fee</u></b>			
Cleaning Sanctuary / Fellowship Hall	\$ 50	\$ 50	_____
Cleaning Foundation	\$ 100	100	_____
<b><u>Gratuities</u></b>			
Pastor (Weddings)	0	\$100	_____
Organist	0	50 x _____ hrs	_____
Pianist	0	50 x _____ hrs	_____
Soloist / Music Director	0	35 x _____ hrs	_____
Sound Technician	0	25 x _____ hrs	_____
Video Technician	0	25 x _____ hrs	_____
Nursery Attendant	20/hr	20 x _____ hrs	_____
Church Sponsor	0	25 x _____ hrs	_____
<b><u>Deposit</u></b>			
Refundable Deposit		\$250	_____

**Total Estimated Fees:** \_\_\_\_\_

If the request for use is not approved, the fees will be returned.

Please make the checks payable to First Baptist Church and deliver the check along with the Request For Use of Building to the Church office, or mail to First Baptist Church, 900 South Ridgeway St., Caney, KS 67333.