



# Facility Use Request Form

Faith Baptist Church  
11 Glenridge Rd. Rexford, NY 12148-0206  
518-399-2220 / fax 518-399-2580

Please submit this form and all applicable documents to the church OFFICE.  
(Submit in-person or email to office@faithcrossroads.org) at least one month prior to the event.

**Please initial** CERTIFICATE OF INSURANCE IS ATTACHED WITH FAITH BAPTIST CHURCH NAMED AS ADDITIONALLY INSURED

(Insurance certificate is not required for ministries of Faith, unless an outside vendor is retained for the event.)

Event Title: \_\_\_\_\_ Organization/Ministry: \_\_\_\_\_

Event Date: \_\_\_\_\_ Contact for group: \_\_\_\_\_

Time Requested: \_\_\_\_\_ Person in Charge of Event: \_\_\_\_\_

Estimated # of attendees: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Facility/Equipment Use:**  Sanctuary  Gym  Fireside Room  Classroom  Youth Center  Nurseries  
 Kitchen  Other \_\_\_\_\_ Specify Classrooms requested \_\_\_\_\_

**Equipment Needs:**

Projector  Screen  Sound/Audio Tech  TV/ DVD/ VCR  Piano  Lectern  White board  
 "The OWL"  8' Tables - # \_\_\_\_\_  6' Tables - # \_\_\_\_\_  Chairs - # \_\_\_\_\_  
 Other \_\_\_\_\_

**Equipment to be TAKEN OFF Faith's Property:**

Tables (not round) - # \_\_\_\_\_  Chairs - # \_\_\_\_\_  Other \_\_\_\_\_

**Kitchen Needs:**  Cold preparation  Cooking  Other \_\_\_\_\_

It is expected, that when your event is done, your group will clean and put away all equipment that was used along with taking trash to the dumpster at the back of the garage. You will provide your own consumables.

**Agreement:**

We agree to abide by the guidelines Faith Baptist Church has established in their Child Protection Policy. We take full responsibility for reimbursement of replacement value for any damage that may occur in the use of any and all equipment for the duration for which our event is scheduled. We have read and agree to the terms and conditions outlined in this application for facility use and take responsibility to carry them out for this event.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Staff Authorizing Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

|  |  |   |  |
|--|--|---|--|
| <b>Sign-off for Staff Use Only</b>                 |  |   |  |
| <input type="checkbox"/> Calendar OK'd for event** | <input type="checkbox"/> All forms submitted | <input type="checkbox"/> Facility Director Approval | <input type="checkbox"/> Worship Director Approval |

**Facilities Use Fees**

| <b>Facilities Use fee</b>       | <b>\$25 – One-time use<br/>Repeated use fee TBD</b> |
|---------------------------------|---|
| <b>Custodian (large events)</b> | <b>\$100</b>  |
| <b>Audio/Video</b>              | <b>\$100</b>  |

The Facilities Use fee is to be paid directly to Faith Baptist Church.

The duties of the custodian may include, but are not limited to: unlocking & locking facility and performing any necessary cleanup. Compensation for Custodial service is to be paid directly to him/her prior to or at the event.

The duties of the audio/visual technician may include, but are not limited to: helping with setup of sanctuary equipment, performing sound checks, coordinating video needs and resetting sanctuary. Compensation for A/V services are to be paid in full prior to or at the event.

**Note:**

**The Church Policy for Facility Use is attached, along with a list of rules for Facility Use. These rules are for the safety of the event and must be obeyed at all times.**

**Please initial**

**We understand that our group/organization will be responsible to pay the applicable fees.**

*For office use only:*

Custodian: \_\_\_\_\_

A/V Tech: \_\_\_\_\_

SUBJECT: Use of Church Facilities

PURPOSE: This policy states conditions and procedures for the use of church facilities either by outside groups, by members & regular attendees for social functions and by Faith ministries.

POLICY: The Church may be used for non-church functions if those events promote the fulfillment of the Church's vision.

I. Use of the Church facilities by outside groups and clubs requires:

- 1) Completion of the Facility Use Form (see next page)...
- 2) Clearance through the church office for availability
- 3) Approval by the Facility Director and Pastoral staff or Elder
- 4) Coordination with custodial staff for set up and clean up
- 5) Inclusion of an insurance certificate naming Faith as also insured along with a use agreement
- 6) Clear authority structure with a known person in charge along with their phone number.

II. Use of the Church facilities for social functions requires:

- 1) A church regular attendee or member responsible for and present for the event
- 2) Completion of the Facility Use Form
- 3) Clearance through the church office for availability
- 4) Coordination with custodial staff for set up and clean up
- 5) Approval by the Facility Director, Pastoral staff or Elder

III. Use of the Church facilities for any special Faith ministry event requires:

- 1) Oversight of the ministry by one of our servant teams
- 2) A ministry leader involved in the planning of the event
- 3) A church regular attendee or member from said ministry responsible for and present for the event
- 4) A clear purpose connected to our mission and vision
- 5) Completion of the basic Facility Use Form to provide staff details of event
- 6) Clearance through the church office for availability
- 7) Coordination with custodial staff for set up and clean up

Please initial

**Rules for Facility Use  
Faith Baptist Church  
11 Glenridge Rd  
Rexford, NY 12148**

Welcome to Faith Baptist Church. We welcome all visitors, and we sincerely hope you enjoy your experience here. We have outlined the following important rules to ensure that your use of our facilities is fulfilling, enjoyable, and safe.

1. Remember the church property is a place of worship, and should always be treated as one. If anyone makes a mess, please clean it up immediately. If it is not possible for you to clean up, notify staff.
2. All minors (under the age of 18) must be supervised at all times according to Faith's Child Protection Plan.
3. Use only the rooms you have been authorized to use on the approved Facility Use Form.
4. Alcohol and illegal drugs are forbidden anywhere on church property, both inside and outside the building. Use of tobacco products is prohibited inside the building.
5. For some events, you will be given a code for the key pad at the front doors (Bradt Rd Entrance) for entry. This is a temporary code that will be erased after the event. Please do not share this code with anyone outside your immediate party and helpers.
6. Visit the facility only when staff is present, avoiding non-business hours unless prearranged with our facility representative. Please notify the church (Facilities representative) in advance when you would like to be at the facility making preparations for your event. We need accurate times you will be at the church, including before and after the event, so we know when to expect you and when to lock up.
7. Always discuss the decoration plans with the Facilities Director or the custodian handling the event for approval before starting.
8. Outside vendors are not permitted at non-ministry events without specific approval of the Facilities Director.
9. Review the evacuation plans in each of the rooms you will be using for the event, and let everyone know the location of emergency exits in case evacuation becomes necessary. Do not under any circumstances cover any doors, fire extinguishers, or emergency exits, exit signs, or any other safety equipment with decorations or equipment of any kind.
10. When leaving the facility. Make sure all the windows are latched and the doors are locked.
11. For weddings performed by non-Faith personnel, the following information is required:
  - Statement of Faith from pastor performing marriage.
  - Statement from pastor that he is conducting pre-marital counseling.
12. Any and all teaching on church property must be in alignment with the Faith Baptist Church Constitution.
13. Faith Baptist Church reserves the right to refuse any and all events.

Please initial