

General Information Regarding Building Usage First Baptist Church, Savannah, MO

1. It is expected that users of the facility will leave it in the same condition in which they found it. (Please consult administrator or custodian for cleaning supplies prior to date of use.)
 - a. Tables and chairs cleaned and returned to the storage racks.
 - b. Floors should be swept (mopped if needed).
 - c. Lights turned out.
 - d. Thermostats set appropriately.
 - e. Trash emptied and taken to the dumpster (kitchen & gym).
 - f. All doors locked (unless the group following you is already present).
 - g. Clean the bathrooms (flush the toilets, pick up trash on the floor, empty the trash).
 - h. Do not use tape on the floor or walls. If you **MUST** use tape, use blue painter's tape, but you **MUST** remove it when your event is over. Please ask the custodian or the administrator for the blue tape.
2. If any area used is not appropriately cleaned (bathrooms, floors, kitchen, etc.), the user will forfeit future usage of the building. Appropriate cleanliness will be determined by the administrator or their designee.
3. We do not provide set-up or breakdown for usage other than for church events (weddings are an exception when the Sanctuary needs to be set-up and re-done). Special arrangements are available upon request and agreement. If you have questions about set-up, please contact the custodian or administrator.
4. Church paper products are not to be used for anything other than church events (i.e. youth events, Sunday School or Wednesday night meals, etc.). Private events **MUST** provide their own products, condiments, etc.
5. No guarantee of availability can be made until approved by the scheduling secretary or administrator.
6. **ANY ACTIVITY IS SUBJECT TO CANCELLATION FOR CHURCH EVENTS.** Church events include weddings, funerals, worship events, or other church activities.
7. All usage is on a first come, first served basis, apart from church/worship events.
8. The person/group using the facility assumes full responsibility for the repair or replacement of damaged items.
9. **NO ALCOHOL, NO SMOKING, AND NO FIREARMS** allowed on church property. Violation of this rule is grounds for immediate cancellation of **any** activity.
10. There is no fee for the use of the building.
 - a. If a wedding coordinator is needed, they will be paid an amount according to the wedding policy.
 - b. If a custodian is needed, please see the administrator to discuss any cost for or other arrangements.
11. The sound system in the sanctuary is for use only by authorized individuals.
12. Computer usage is available only to those authorized.
13. If you require special assistance, please contact the administrator or designee, such as a need for any equipment. Arrangements **MUST** be made 1 week prior to the event.
14. If you must cancel the use of the building, please contact the scheduling secretary as soon as possible. This will allow others to use the building, if needed.
15. If the user requires a key for the building, you **MUST** negotiate with the secretary to pick up the key at a time when staff is in the building. Failure to arrange for this will result in forfeiture of the building usage on the date in question. We will **NOT** be able to make arrangements to unlock the door or be here at times the church is not open to provide a key.

I have read and agree to the above listed items.

Printed name of person reserving: _____

Signature of person reserving: _____

Date: _____ Staff person witness: _____

(Staff: Please retain this form with the reservation form and then give to administrator following event to process.)

Building Usage Request Form

First Baptist Church, Savannah, MO

Event (Required): _____

Purpose (Required): _____ Spiritual Growth _____ Evangelism _____ Administration
_____ Fellowship _____ Community Event _____ Gym/Room Use _____ Weddings _____ Other: _____

Scheduling Information

Event Start Date (Required): _____ End Date (Required): _____

Start Time (Required): _____ End Time (Required): _____

Key Needed? _____ Age Group Involved (Required): _____

Adult Responsible (Required): _____

Phone Number (Required): _____ E-mail: _____

Other ways to contact you: _____

Will any part of this event take place away from the church? (Required) _____ YES _____ NO

If "YES" please include the following:

Destination: _____ Destination Phone: _____

Please check here _____ and list on a separate paper if there are multiple destinations.

SEE NEXT PAGE TO RESERVE EQUIPMENT AND ROOMS

Publicity: Please indicate publicity choices below (Please attach a brief announcement for use which gives highlights such as time, date, speaker, etc.)

PLEASE NOTE: Private events will not be advertised unless approved by Administrator.

_____ *Enlightener* _____ Sunday Announcement

OFFICE USE ONLY

Date Form Received: _____ Received by: _____

Approved: YES NO Date Applicant Contacted: _____

NOTES:

Date Placed on Calendar: _____ Key # Issued: _____

Chairs/Tables

#	ITEM
	8' White Tables
	5' Diam. Wood Round Tables
	Folding Chairs
	Dividers

Audio/Visual

	Portable A/V Equipment
	CD/Cassette Player
	Portable Sound System
	Microphone
	Sanctuary Sound/Video (available if using Sanctuary) (authorized users only)

Display/Presentation Materials

	Large Bulletin Board
	Small Bulletin Board
	Metal Lectern
	Piano
	White Board Easel

Van or Bus (Church activities only)

	Small Van (7 Passenger Van)
	Large Van (25 Passenger Van)

