



**First Baptist Church**  
401 W. Morris Ave  
Hammond, LA 70403  
985-345-4990

**APPLICATION FOR USE OF CHURCH FACILITIES**

Name of Group/Individual: \_\_\_\_\_

Affiliation with First Baptist Hammond:

Church Member  Church-Sponsored Ministry  Non-Member  Non-Member Group/Organization

Date(s) desired: \_\_\_\_\_

**Contact Information:**

Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

**For Organizations not affiliated with the Church:**

Briefly state the organization's purpose and mission: \_\_\_\_\_

\_\_\_\_\_

What is the organizations website URL, if any: \_\_\_\_\_

List the names of the organization's office-holders and/or leaders:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Wedding Use Applicants:**

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_

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

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Please describe the marriage preparation counseling or training undertaken by the bride and groom: \_\_\_\_\_

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**For All Applicants:**

Describe the event for which you are making the request: \_\_\_\_\_

Is this a for profit event or for a profit company? \_\_\_\_\_

Time(s) desired (including setup & put back): \_\_\_\_\_

Facilities requested: (check all that apply)

- Worship Center
- Fellowship Hall with Kitchen
- Fellowship Hall without Kitchen
- Meeting Room(s) (How many? \_\_\_\_)
- Classroom(s) (How many? \_\_\_\_)

Expected Attendance: \_\_\_\_\_

Special Requests (such as use of piano, organ, sound system) \_\_\_\_\_

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Food and/or beverages will be served: (circle) yes – no

Responsible Party(ies):

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

## AGREEMENT

### **I affirm that:**

- 1.) I understand that the Church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the Church's faith.
- 2.) To the best of my knowledge the purpose for which I am requesting use of Church facilities will not contradict the Church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to Church staff.
- 3.) I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the Church's facilities that contradict the beliefs of the Church. I agree to promptly disclose any potential conflicts in belief to Church staff.
- 4.) I understand that the Church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
- 5.) I understand that I will be responsible for any damages to the Church facilities resulting from this proposed use of facilities.
- 6.) I agree to submit any legal dispute with the Church for mediation before a mutually agreed-upon mediator, or if none can be agreed upon, one selected by Peacemaker Ministries. Lawsuits between believers, or threats of lawsuits between believers, are a matter of grave concern for the Church, are contrary to biblical and Church teaching, and mediation is an effort to resolve disputes in a biblical fashion. (1 Cor 6: 1-7.)

Mediation will be governed by the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation (ICC *Rules*), unless modified as stipulated by the parties.

Visit: [http://www.peacemaker.net/site/c.nuIWL7MOJtE/b.5335917/k.D8A2/Rules\\_of\\_Procedure.htm](http://www.peacemaker.net/site/c.nuIWL7MOJtE/b.5335917/k.D8A2/Rules_of_Procedure.htm) to access the ICC *Rules*.) In particular, subject to the more detailed provisions of the ICC *Rules*, mediator(s) will attempt to assist us in reaching a voluntary settlement of any disputes through mediation. The confidentiality of the mediation process will be protected and these matters will not be discussed with people who do not have a necessary interest in them. If settlement can be agreed upon, the conciliators may, at their discretion, issue an advisory opinion. Neither the opinion, nor any communications exchanged in the mediation process, will be admissible for any purpose in any subsequent legal proceeding.

User agrees to the terms of the Church Facility Reservation Request and Agreement Form as stated above.

Renter Signature \_\_\_\_\_

Date \_\_\_\_\_

Please complete and return this form, along with the security deposit to the church office.

Rental fees are charged to help offset the costs of operation of the building. A 50% deposit is due at the time of booking and full payment is due two weeks prior to the date of building use. Payment should be made to First Baptist Church. A fee schedule can be found on the last page of this packet.

**Total Fee for Building Use** \_\_\_\_\_ \$ \_\_\_\_\_.

RESERVATION OF THE FACILITIES WILL NOT BE MADE UNTIL THIS FORM AND THE REQUIRED DEPOSIT ARE RETURNED, COMPLETED, TO THE CHURCH OFFICE.

Facilities Use Renters Deposit Rec'd \_\_\_\_\_

Payment Rec'd \_\_\_\_\_

Attendant assigned to event: \_\_\_\_\_

\_\_\_\_\_

Approved By: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**NON-MEMBER BUILDING USE FEE:**

Fellowship Hall Use \_\_\_\_\_ (per day) \$250.00

Worship Center Use \_\_\_\_\_ (per day) \$500.00

Classroom Use \_\_\_\_\_ (per room per day) \$50.00

Meeting Room Use \_\_\_\_\_ (per room per day) \$90.00

Sound Technician \_\_\_\_\_ (per day) \$75.00

**CLEANING FEES:** (You may choose to pay this and not clean the building or if the building is not left as clean or better than you arrived, you will be charged this fee.)

Cleaning fee for Worship Center \_\_\_\_\_ \$200.00

Cleaning fee for Kitchen \_\_\_\_\_ \$75.00

Cleaning fee for Fellowship Hall \_\_\_\_\_ \$150.00

**Total Fee for Building Use** \_\_\_\_\_ \$ \_\_\_\_\_.

**Deposit due at booking (50% of total fee)** \_\_\_\_\_ \$ \_\_\_\_\_

**Transfer this amount to the signature page.**

## Facilities Use Guidelines

### A.) Facility Use Guidelines

- 1.) **Alcohol Policy:** No alcohol may be served in Church facilities.
- 2.) **Smoking Policy:** Smoking in any indoor Church facilities is prohibited.
- 3.) Groups are restricted to only those areas of the facility that the group has reserved.
- 4.) Food and beverages in classrooms, worship space is not allowed.
- 5.) Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
- 6.) All lights must be turned off and doors locked upon departure.
- 7.) Clean-up will be as agreed to.
- 8.) Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on Church premises. Any person exhibiting such behavior will be required to leave the premises.
- 9.) Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of Church facilities.

### **Insurance**

For all Non-Church-sponsored events, the group or person using the facilities must obtain liability insurance coverage in the amount of at least \$1,000,000. The user must also sign a "Facility Use and an Indemnity and Hold Harmless Agreement."

### **General Guidelines:**

Please leave the building as you found it, or better. This includes putting the rooms back in the same arrangement that you first found them, with tables, chairs, etc. placed in the same position as when you came.

Leave the area you used clean and in order. Clean up any messes including food spills. If needed, the vacuum may be found in the janitor's closet adjacent to the Fellowship Hall. The same closet contains cleaning supplies. Feel free to use them wisely.

Alcohol is not permitted.

Decoration must be non-intrusive. Please do not tape, tack, or otherwise attach posters, papers, or other decorations to the walls (or ceilings) in the building without special permission.

First Baptist Hammond is a tobacco-free facility. Use of tobacco products is not permitted on any part of the campus.

Be considerate of other groups that may be meeting at the same time.

If you are the last meeting of the day, please make sure the facilities are locked. If you have been issued a key, this will be your responsibility. If not, the facilities manager will arrive before your departure to lock up. If you leave early, please contact the facilities manager and inform him.

You will be responsible for removing everything from the stage, Worship Center, and bathrooms immediately following the service. If you are using the building for wedding use the cleanup must be done before leaving for the reception. You are also responsible for leaving the building as clean if not cleaner than you found it.

Our Goal is to make sure the building is reset for Sunday Worship services.

Questions (?), please contact the church office during office hours (985-345-4990).

### **Kitchen Use Guidelines**

Please leave the kitchen as you found it (or better than you found it).

You will be responsible for removing everything from the kitchen and cleaning immediately following the service. You may have friends and family members do this for you, or the church can secure a team to clean up for a fee of \$100.00 as noted above.

**FOOD AND DRINK:** Please supply your own food items (including coffee, tea, juice, etc.) Coffee pots are available to you. Please supply your own paper plates, napkins, silverware, disposable cups, etc.

**CLEAN DISHES:** If you need to use any kitchen items, please wash, dry AND put dishes and silverware back before you leave. Dish soap is available. Dishtowels and dishcloths are available in the drawer to the left of the sink. When done using cloths, please hang on drain rack to dry.

**LEFTOVER FOOD:** A commercial refrigerator is available for you to use. Please be aware that some First Hammond supplies are stored in them. When you leave be sure to take your food with you or label it with date and a note to “please use.” Please take your serving dishes with you when you leave; Ziploc bags may be found in a cabinet if you want to leave the food for church use.

**APPLIANCES:** If you have used the oven, stove top, or microwave for cooking, please be sure all appliances are turned off and any spills wiped clean.

**CLEAN & DISINFECT** all countertops and tables thoroughly.

**PACK IT IN; PACK IT OUT!** Please take any garbage to the cans which are located just outside the kitchen.

**FLOORS:** Sweep floors in kitchen and wipe up any food spills that may have occurred. A broom and dust pan are available in the janitor’s closet. Other cleaning supplies and mops are available in that closet for you to use wisely.

**TABLECLOTHS:** Use of cloth tablecloths is by permission only. If permission is granted, renter is responsible for cleaning all tablecloths and returning them to the church within 24 hours.