

FACILITY USE AGREEMENT

First Baptist Church Bowie, Texas

Our church facilities may be used for activities other than regularly-scheduled church activities. However, when it is not a church-related function there are fees involved. A list of fees follows. Please fill this out completely and return it to the church secretary as soon as possible.

FOR EVENTS OTHER THAN WEDDINGS

What type of event is this? _____

If NOT a wedding, what is the date of the event? _____ What is start time? _____ What is end time? _____

FOR WEDDINGS

If a wedding, please complete the following:

Please circle the events that apply: **WEDDING** **RECEPTION** **REHEARSAL** **REHEARSAL DINNER**

Scheduled date of wedding _____ Scheduled date of rehearsal _____

Time ceremony/reception will start and end _____ Time rehearsal will start and end _____

Will rehearsal dinner be served at FBC? _____ Time rehearsal dinner will start and end _____

MEMBERSHIP

I am a member of FBC, Bowie (Circle one) YES NO

BUILDING USE FEE (Required for non-members)

Check the areas you will be using.

- A. Fellowship Hall _____ \$100
- B. Sanctuary _____ \$150
- C. Small Dining Rm _____ \$ 50

CLEAN UP FEE (Required for members and non-members)

Check the areas you will be using.

- A. Fellowship Hall _____ \$50
- B. Sanctuary _____ \$50
- C. Small Dining Rm _____ \$25

SUPERVISION FEE (Required for members and non-members; A custodian must be on premise for a non-church event.)

Check the estimated total time involved for the event, not necessarily the time for decorating/preparation.

- 0-2 hours _____ \$25
- 2-4 hours _____ \$50
- 4-6 hours _____ \$75
- 6-8 hours _____ \$100

TOTAL FEES

- Building Use Fee \$ _____ (Applies to non-members only)
- Clean Up Fee \$ _____
- Supervision Fee \$ _____
- Sound Engineer Fee \$ _____ (Refer to item #8 on "Guidelines for Weddings")
- Key Deposit \$ _____ (If keys are checked-out, a \$15 deposit is required. This will be refunded when keys are returned.)
- Total Owed \$ _____ (This total must be checked by the secretary and paid before the event takes place.)

No non-church related event may be scheduled to start later than 7:00 pm on a Saturday night. Keeping in mind the purpose of our buildings, there will be no smoking, dipping, or drinking of alcoholic beverages allowed on the premises. **I agree to pay these fees and abide by these regulations in the use of this building.**

Signed _____

Date _____