



170 Elm St., Westfield, NJ 07090  
ph 908.233.2278 fax 908.233.0555  
e-mail: [firstbaptist.westfield@verizon.net](mailto:firstbaptist.westfield@verizon.net)

**APPLICATION FOR USE OF FIRST BAPTIST FACILITIES**

TO: **FBC FACILITIES COMMITTEE** TODAY'S DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ PH #: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TOTAL IN ATTENDANCE: \_\_\_\_\_

TIME ENTERING/TIME EXITING CHURCH: \_\_\_\_\_ / \_\_\_\_\_

The undersigned organization/person(s) hereby requests use of:

\_\_\_\_ Lounge                      \_\_\_\_ Downstairs Harvey Hall                      Sanctuary \_\_\_\_  
\_\_\_\_ Upstairs Kitchen                      \_\_\_\_ Downstairs Kitchen                      Other \_\_\_\_\_

NAME OF YOUR ORGANIZATION: \_\_\_\_\_  
(Please provide a description of your organization and any other details, including any set up needed, on the back of this application.)

Address \_\_\_\_\_

e-mail: \_\_\_\_\_ fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Signature: \_\_\_\_\_  
print name

**Note to FBC Members**—Building fees are not required, but a suggested donation of \$2 per person (i.e., 50 people/\$100; 100 people/\$200) will help to defray building upkeep. (Custodial fees are separate.)

If this Application is approved, the undersigned and/or the organization it represents, hereby assumes:

- 1) Full responsibility for the preservation of order in and on said premises.
- 2) Full liability for any damage to the building and/or its premises during the event; and also for any injury or injuries to persons therein however such damage or injury may have occurred, and will hold the First Baptist Church of Westfield, New Jersey harmless of and from any such damage or injury.
- 3) The observance of all regulations of the Church governing the use of its property, a copy of which is attached, and forms a part of this application. See *SCHEDULE OF CONTRIBUTIONS/REGULATIONS* attached.

\_\_\_\_\_  
Chair, Facilities Committee                      Donation for space: \$ \_\_\_\_\_  
Custodian Fees: \_\_\_\_\_  
(1-3 hrs/\$60; \$15/hr thereafter) \$ \_\_\_\_\_

**DESCRIPTION OF YOUR ORGANIZATION:**

Purpose of organization \_\_\_\_\_

Purpose of your proposed activity \_\_\_\_\_

Is the organization organized or operated for profit? \_\_\_yes \_\_\_no

Is the organization a non-profit religious organization engaged in tax exempt activities? \_\_\_yes \_\_\_no

Is there a charge for your proposed activity? \_\_\_yes \_\_\_no

**SET UP**

Furniture Needed:

Furniture Arrangement: (please include a sketch)

Please provide your own electronic equipment.

The organ and piano are reserved solely for the use of FBC musicians unless prior approval is given. The Steinway piano belongs to the Westfield Musical Club and the Club's permission must be obtained in order to use it. Please indicate need for:

Organ

Piano

Person (or persons) who will play if permission is granted:

\_\_\_\_\_  
Qualifications: \_\_\_\_\_

**REGULATIONS FOR USE OF FIRST BAPTIST CHURCH FACILITIES** - - please read & sign bottom

1. Arrangements for the use of any portion of the Church building, grounds, or equipment must be made through the Church Office (908-233-2278) and approved by the Facilities Committee in advance. (See Application for Use of Facilities.)
2. Contributions are requested for the purpose of recovering the cost to the Church for normal wear and tear of facilities and for any additional custodial services.
3. Prior to the use of Church facilities, please supply in detail information regarding the nature of your planned activity and equipment and other property to be used. (See Application for Use of Facilities.) The Facilities Committee reserves the right to revoke any previously granted use on 30 days' notice.
4. All organizations using Church facilities are to provide prior to date of use a **Certificate of Insurance** from their Insurance Company showing full comprehensive liability coverage and shall maintain in effect Worker's Compensation Insurance coverage providing full benefits as required by law.
5. Use of Church supplies, property, equipment, or space must be agreed to and arranged beforehand.
6. All parties shall conduct themselves in an orderly and proper manner so as to not disturb or be offensive to others, or interfere with the operations of the Church. **Precedence is given to church functions and the stability of church equipment.**
7. Any use of Church facilities after midnight requires special approval by Facilities Committee and Police/Fire Department need to be notified.
8. Gambling and alcoholic beverages are **prohibited** in or around the Church building, as well as any hazardous equipment such as firearms and any type of explosives, candles, i.e., fireworks of any kind.
9. Smoking is allowed **outside** the Church only. Please distinguish/discard into smoking receptacle.
10. Nothing shall be hung on the walls or attached to any part of the Church facilities without special permission from First Baptist. Do not drag equipment or chairs on floors and refrain from ball throwing within church buildings.
11. Any outside equipment or materials brought into the Church must be removed from the Church within 3 days after use. The Church shall have no liability of any kind whatsoever for loss, theft, or damage of or to any property, equipment, or materials.
12. All individuals, groups, and organizations using the facility must abide and adhere to our Safe Child/Safe Church Policy. The Policy is enforced to protect all children and youth and vulnerable populations, leaders working with these groups as well as for the protection of the institution. A copy of the policy can be obtained through the church office, or downloading at our website, [www.fbcwestfield.org](http://www.fbcwestfield.org)
13. **Church must be left as it was found.** LIGHTS OUT, FANS OFF, A/C (LOUNGE) OFF, DOORS LOCKED, etc. ALSO, PLEASE DO NOT OVERFILL GARBAGE CANS, AND ALL POTABLE LIQUIDS LEFT IN CANS, ETC SHOULD BE Poured DOWN THE DRAIN.

I have read and agree to abide by First Baptist Church Regulations.

Signed \_\_\_\_\_

Date \_\_\_\_\_