



8283 Pfeiffer Farms Drive, southwest | Byron Center, Michigan 49315 | Phone: 616-878-3113
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MEMBER BUILDING USE APPLICATION

APPLICANT INFORMATION:

Name of Applicant _____ () _____ Home Phone

Name of Group / Organization _____ () _____ Cell Phone

Street Address _____ () _____ Work Phone

City _____ State _____ Zip _____

- Church Member Regular Attendee; consistently attended for at least 6 months

- Who is this request for? Yourself Family member Friend

RESERVATION REQUEST / APPROVAL: Reservations are on a first-come basis. Applications are to be submitted to the office administrator and, if necessary, reviewed by the Deacon Board.

Date(s) of Use: _____ Time(s) of Use: _____ am / pm am / pm
 _____ am / pm am / pm

PURPOSE FOR USE OF THE BUILDING / EVENT INFORMATION:

- Wedding Rehearsal Graduation Open House Birthday Party Funeral
- Wedding Family Reunion Shower Funeral Luncheon
- Wedding Reception Meeting / Seminar Sports Practice
- Other: _____

Number expected: _____ Brief description of the event, plans and entertainment: * _____

*Entertainment must be consistent with the recognized practices of the church and approved by the Board.

ROOMS / AREAS TO BE USED:

- Worship Center; max 380 Kitchen; stove not available Conference Room
- Multi-Purpose Room; max 200 Classrooms; quantity: _____ Lounge
- Outdoor property; please explain: _____

EQUIPMENT NEEDED: Indicate quantity as needed -

<input type="checkbox"/> 8' Tables; 25 available: _____	<input type="checkbox"/> Sound / Lighting System, Worship Center	<input type="checkbox"/> Podium
<input type="checkbox"/> Round Tables; 10 available: _____	<input type="checkbox"/> Sound System, Multi-Purpose Room	<input type="checkbox"/> Easel
<input type="checkbox"/> Chairs; 210 available: _____	<input type="checkbox"/> Microphone: _____	<input type="checkbox"/> Dry Erase Board
	<input type="checkbox"/> Music Stand: _____	

FEE SCHEDULE / PAYMENT PROCEDURE

<input type="checkbox"/> Worship Center.....	\$100
<input type="checkbox"/> Sound / Lighting System, Worship Center.....	100
<input type="checkbox"/> Multi-Purpose Room with Kitchen.....	100
<input type="checkbox"/> Classrooms / Conference Room / Lounge.....	0
<input type="checkbox"/> Custodial Fee; minimum*.....	80
<input type="checkbox"/> Security Deposit.....	250
TOTAL DUE	\$ _____

*The minimum Custodial Fee covers the first two man-hours of service for take down (the applicant is responsible for set up) and a walkthrough check and touch up of our church. Any additional necessary cleaning, after the first two hours of service, will be charged at the rate of \$30 per hour.

OFFICE USE ONLY	Security Deposit Received.....	\$ _____	Date: _____	Check no: _____
	50% Down Payment Received.....	\$ _____	Date: _____	Check no: _____
	Balance Received.....	\$ _____	Date: _____	Check no: _____

TO CONFIRM AND HOLD the requested Date(s) of Use, two checks are to be remitted to Frontline Bible Church: one check for the security deposit of \$250 and one check for 50% of the service fees. The remaining 50% is due at the time of the event. Security deposits will be refunded after the building and grounds have been inspected to insure they were left in proper condition, the key for the facility is returned, and all other expenses are paid.

CONTRACT AGREEMENT TERMS OF USE

1. Use of drugs and alcoholic beverages are prohibited on the premises.
2. No smoking is permitted in any part of the building.
3. No food or drink are allowed in the Worship Center.
4. No rice or birdseed shall be thrown on the premises.
5. No red punch / beverages are allowed in the building.
6. All decorations must be free standing
7. Adult supervision is required on site at all times to maintain control and insure the proper conduct and actions of those attending the event meet the church's standards.
8. The building and its contents will be left in the same condition as when you arrived, and you will immediately report any damages or problems that may occur.
9. All events scheduled on Saturdays will conclude by 5:00 pm unless prior approval has been given.
10. Costs for extra snow plowing will be paid for by the applicant.
11. Lights and equipment must be turned off and the facilities secured before leaving the church.
12. Only a person designated by the church may operate the Worship Center Sound / Lighting System.

The applicant agree to comply with all requiremts as stated within this Application or otherwise provided by the church, accept responsibility for all repairs or damages to the facilities, equipment or property, as well as all additional costs stated within this agreement. At its discretion, the Board may provide waivers and/or stipulations to this agreement.

Waiver/Stipulation: _____

Applicant's Signature _____ Date _____

Office Administrator's Signature _____ Date _____