



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

### APPLICANT INFORMATION:

Name of Applicant \_\_\_\_\_ ( ) \_\_\_\_\_ Home Phone  
 Name of Group / Organization \_\_\_\_\_ ( ) \_\_\_\_\_ Cell Phone  
 Street Address \_\_\_\_\_ ( ) \_\_\_\_\_ Work Phone  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Non-Attendee       Outside Group / Organization  
 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.      The building is not to be used for home business for-profit parties without Board approval

### 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.....	\$300
<input type="checkbox"/> Sound / Lighting System, Worship Center.....	100
<input type="checkbox"/> Multi-Purpose Room with Kitchen.....	300
<input type="checkbox"/> Classrooms / Conference Room / Lounge..... each	25
<input type="checkbox"/> Custodial Fee; minimum*.....	80
<input type="checkbox"/> Security Deposit.....	500
<b>TOTAL DUE</b> .....	\$ _____

\*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.

<b>OFFICE USE ONLY</b>	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 \$500 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 \_\_\_\_\_