

FRONTLINE BIBLE CHURCH

8283 Pfeiffer Farms Dr. SW * Byron Center, MI 49315

Phone: (616) 878-3113 * Fax (616) 878-5468

BUILDING USE APPLICATION

APPLICANT INFORMATION

NAME OF APPLICANT(S)

GROUP/ORGANIZATION

ADDRESS

HOME PHONE _____

WORK PHONE _____

CELL PHONE _____

() CHURCH MEMBER

() REGULAR ATTENDEE *

WHO IS THIS REQUEST FOR ?

() YOURSELF

() FAMILY MEMBER

() FRIEND

* Regular Attendee: Someone who has attended the church consistently for at least six months

RESERVATION REQUEST / APPROVAL

Reservations are on a first-come basis. Applications are to be submitted to the church secretary and reviewed by the Deacon Board. Applications will be reviewed within one month of being received with a response given shortly thereafter. (Some exceptions may apply for weddings, banquets, funerals, etc.)

DATE(S) OF USE _____

TIME(S) OF USE _____

PURPOSE FOR USE OF THE BUILDING / EVENT INFORMATION

() REHEARSAL DINNER

() FAMILY REUNION

()

MEETING/SEMINAR

() WEDDING & RECEPTION

() BIRTHDAY PARTY

() OTHER:

() WEDDING ONLY

() GRADUATION

() RECEPTION ONLY

() BANQUET

() FUNERAL ONLY

() FUNERAL & LUNCHEON

APPROXIMATE NUMBER OF PEOPLE EXPECTED AT THE EVENT

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 mission of our church is to “Cultivate our community to be imitators of Jesus Christ”. How do you see your event helping us accomplish this mission ?

ROOMS / AREAS TO BE USED (only the rooms indicated may be used – stay out of all other rooms !!)

- () WORSHIP CENTER (capacity 380) () MULTI PURPOSE ROOM (capacity 200)
- () KITCHEN (stove and oven are unavailable for use)
- () CLASS ROOM(S) (how many ?) _____ (what size/capacity ?)

() OUTDOOR PROPERTY USE – EXPLAIN

() OTHER ROOMS / SPACE NEEDED – LIST BELOW

EQUIPMENT NEEDED (where appropriate indicate how many)

- () 6 foot tables _N/A_ () sound system (multi-purpose room)_____
- () 8 foot tables (20) _____ () chairs (280) _____ () dry-erase boards
- () round tables (2) _____ () podium _____ () music stands
- () sound system (Worship Ctr.) () easel _____ () microphones _____

FEE SCHEDULE / PAYMENT PROCEDURE

| <u>ROOM / AREA</u> <u>SERVICE / EQUIPMENT</u> | <u>MEMBER OR</u> <u>REGULAR</u> <u>ATTENDEE</u> | <u>FEE</u> |
|--|---|-------------------------|
| WORSHIP CENTER | \$100.00 | ----- |
| MULTIPURPOSE ROOM (includes use of KITCHEN) | \$100.00 | ----- |
| CLASSROOMS | (no fee) | ----- |
| SOUND / LIGHTING SYSTEM - WORSHIP CENTER * | \$ 50.00 | ----- |
| (paid by separate check to individual) | | |
| CUSTODIAL SERVICES ++ | \$ 80.00 (minimum) | ----- |
| (paid by separate check to individual) | | \$ 30.00/hr. (cleaning) |
| SNOW PLOWING | \$ ----- | ----- |
| (paid directly to plowing contractor) | | |
| SECURITY DEPOSIT | \$250.00 | ----- |
| | * TOTAL DUE | ----- |

To confirm and hold the requested date(s) of use, full payment must be made to the church within ten (10) days after notification of approval by the Board. Payments should be addressed to the church in care of the church secretary.

++The minimum custodial fee established for the first two man-hours of service for take down (applicant is responsible for set up), and a walkthrough check and touchup of the facility. The hourly cleaning rate would be charged for any additional cleaning necessary after the first two hours of service.

Security deposits will be refunded after the building and grounds are inspected to insure they were left in proper condition, the key for the facility is returned and all expenses are paid.

*Payments for the church facilities, custodian, and operator for the sound/lighting system **must be by separate checks made out in their name.** That information will be provided to you in the form of a bill following the event.

CONTRACT AGREEMENT/TERMS OF USE

1. Use of drugs and alcoholic beverages is prohibited on the premises. No smoking is permitted in any part of the building.
2. No food or drink is allowed in the narthex or worship center.
3. No rice or birdseed shall be thrown on the premises.
4. No red punch/beverages are allowed in the building.
5. All decorations must be free standing.
6. There must be adult supervision on site, at all times, for all functions, to maintain control and to insure that the proper conduct and actions of those attending the event meet the church's standards.

7. Please leave the building and its contents in the same condition as when you arrived and immediately report any damages or problems that may occur, or have occurred.
8. All events scheduled on Saturdays must conclude by 5:00 pm unless prior approval has been given.
9. Costs for extra snow plowing will be paid for by the applicant.
10. Lights and equipment must be turned off and the facilities secured before leaving the site.
11. Only a person designated by the church may operate the worship center sound and lighting system.

The applicant(s) agree(s) to comply with all regulations 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 fees and costs stated within this agreement.

At its discretion the Board may provide waivers and/or stipulations to this agreement.

Waiver / Stipulation:

APPLICANTS SIGNATURE _____
 DATE _____

 DATE _____

BOARD SECRETARY _____
 DATE _____
 (or authorized representative)

PAYMENT RECEIVED DATE

CHECK NUMBER

COPIES TO: OFFICE ADMINISTRATOR
 CUSTODIAN
 SOUND/LIGHTING SYSTEM PERSON IN CHARGE
 SNOW PLOWING CONTRACTOR

Event Custodial Services

Date: _____

Worship Center

- vacuum
- straighten
- chair arrangement
- sound equipment
- decorations removal
- windows
- other _____

Man-Hours: _____

Narthex
(north / south)

- windows
- arrange to church specifications
- vacuum
- other _____

Man-Hours: _____

Bathrooms
(2 or 4)

<Keys can be found in
custodians room>

- clean toilets
- clean floors
- clean mirrors
- clean counters/sinks
- restock paper goods/refill soap dispensers
- empty trash
- other _____

Man-Hours: _____

Classrooms
(number used: ____)

- vacuum
- empty trash
- reset for ministry programs
- windows
- clean tables
- other _____

Man-Hours: _____

Multi-Purpose Room

- vacuum
- remove tables/reset
- remove chairs/reset
- remove decorations
- empty trash
- other _____

Man-Hours: _____

Kitchen

- clean and/or sweep floors
- clean counters
- replenish paper goods used
- return supplies to appropriate cupboards/drawers
- other _____

Man-Hours: _____

Other:

_____ Man-Hours: _____

Custodian Signature: _____ Total Man-Hours: _____

