

BUILDING USE POLICIES

First Baptist Church

Graham, Texas

The buildings of the First Baptist Church are built to the glory of God. All activities must be in keeping with the desires of the congregation as we understand the witness of this fellowship. The program of the church and the organizations of the church will have precedence in all schedules for the use of the building facilities. Only those activities to church house decorum will be permitted.

Request for use of the building must be cleared in the church office during office hours, Monday through Friday, 8:00am to 4:00pm. Proper forms should be completed and on file and fees paid two weeks before use of the facilities. **All requests not covered in this statement of policies will be referred to the Property Committee of the church.**

There will be no smoking or tobacco products in any of the buildings. **No alcoholic beverages will be served or consumed on church property.**

Birdseed, bubbles or rose petals shall be used outside only.

Authorized personnel of the church will be on the premises for preparation of and use of facilities.

Room arrangement, equipment storage, and decoration of facilities must be made with approval of the custodian. There will be no tape, thumb tacks, etc. used on the walls of the buildings. No equipment, tables or chairs, etc. will be taken or moved from the church facilities without the permission of the custodian or the Property Committee.

Any perishable materials or supplies used by the party will be replaced or the church reimbursed. Each party or group using tile facilities will assume financial responsibility for **breakage or damage.**

FEES: Only those not presently members of the church will pay "Building Use" fees. (if the parents or grandparents of the person making the request are presently members of First Baptist Church. "Building Use" fees will not apply to 50th Wedding Anniversaries, Wedding Showers or Baby Showers.) However; all using tile building for non-church functions (members and non-members alike), will pay custodian fees. Buildings will not be available to serve for profit.

Kitchen facilities are not available for non-church functions. There will be no activities permitted past 5:00pm on Saturdays without prior approval. Non-church related groups such as family reunions, birthday parties, etc. must pay both custodian and building use fees, even though those concerned are church members.

Facility		Custodian	Building Use Fees
Activity Bldg.	(Wedding)	\$50.00	\$150.00 per use
Sanctuary	(Rehearsal)	\$50.00	\$150.00 per use
Sound System	(Auditorium)	\$35.00	
	(Act. Bldg.)	\$35.00	
Chapel		\$35.00	\$ 75.00 per use

* These policies were adopted by the church on October 11, 2000

RESERVATION FOR A WEDDING

FOR THE MARRIAGE OF: Bride (Full Name) _____

Address _____ Phone _____

Groom (Full Name) _____

Address _____ Phone _____

Address After the Marriage: _____ Phone _____

Is either a member of First Baptist Church of Graham? _____ Yes _____ No

Has either a parent who is a member of First Baptist Church of Graham? _____ Yes _____ No

Bride's Parents _____ Address _____

Groom's Parents _____ Address _____

Date of Wedding _____ Time of Day _____

Date of Rehearsal _____ Time of Day _____

FACILITIES NEEDED: Sanctuary _____ Chapel _____

Activity Bldg. _____ Bride's Room _____

Sound System _____ Other _____

Person Officiating at the Ceremony: _____

Organist _____ Soloist _____

Florist _____ Delivery Time _____

Caterer _____ Delivery Time _____

Photographer _____ Time _____

CUSTODIAN FEES PAID: \$ _____ Date _____ (As per scheduled attached)

BUILDING USE FEES PAID: \$ _____ DATE _____ (As per scheduled attached)

SOUND SYSTEM FEES PAID: \$ _____ DATE _____ (As per scheduled attached)

SIGNED _____ DATE _____

REQUEST FOR FACILITY, EQUIPMENT & SUPPLIES

Activity or Request _____

Name of Person Making Request _____

Date of Activity _____ Time _____ Approx. Attendance _____

FACILITIES AND EQUIPMENT NEEDED (Rooms, chairs, tables, visual aides, etc. If you are borrowing, write in the description and number, etc., including the date you will return the item.)

KITCHEN NEEDS (Food, supplies, drinks, etc.) _____

NURSERY AND CHILD CARE (List the number of children by ages)

_____ 1yr. & below _____ 1 to 3 grades

_____ 2 & 3 years _____ 4 to 5 grades

_____ 4 & 5 years

CHURCH VAN OR BUS To Where _____ Return Date & Time _____

Diagram Special Room Arrangements Below

(Use this space also when ordering materials. Specify type and quantity.)

Use the blank space provided to help explain any request if needed.

Approved by _____ Date Approved _____