

Facility Rental Form – Non-Member

Forest Hills Baptist Church

Forest Hills Baptist Church does not generally rent out its facilities to outside groups for religious ceremonies (i.e. weddings). Each situation will be considered on a case-by-case basis.

Facility Requested:

- _____ Worship Center - \$80.00 per hour (seating capacity – 350)
- _____ Gym - \$45.00 per hour (banquet capacity – 250)
- _____ Commons - \$60.00 per hour (banquet capacity – 150)
- _____ The Hub - \$50.00 per hour (banquet capacity – 60)
- _____ Classroom - \$35.00 per room (room # _____)
- _____ Kitchen - \$35.00

Additional Fees:

- _____ Sound Technician - \$25.00 per hour (Events requiring the sound system will require the hiring of an FHBC sound technician). This figure is determined by the number of hours the sound technician is required to be on site. Please include any rehearsal times.
- _____ Table - \$5 per table

Total \$ _____

A 50% deposit is required to confirm the date. There is a \$45.00 minimum charge for any use of the facility (this minimum could be waived if the event is conducted during normal business hours). Those using the facilities shall agree to function under the guidelines listed on the back of this form and are liable for any damage to the facility, and for replacement of any breakage. Please give a two-week notice if there is a cancellation prior to the scheduled date. Final payment will be due two weeks prior to the event. FHBC reserves the right to prohibit any activities that are not in harmony with the purposes and standards of the church.

Name _____ Phone Number _____

Date of the Event _____ Time of the Event _____ E-Mail _____

Activity Description _____

Equipment / Set-Up Needs _____

SIGNATURE _____

For Office Use Only

Date Application Processed _____ Approved: ____ yes ____ no

Certificate of Insurance Required? ____ yes ____ no

Total Rental Fee _____ Deposit Received _____ Remaining Balance _____

Facility Use Guidelines

Forest Hills Baptist Church

1. All arrangements must be made through the church office.
2. The church facilities may not be used to promote business ventures of any type or be used in any act of commerce or personal financial gain.
3. The person submitting the facility use request form is considered the contact person and is also considered the person in charge during the time the facility is rented.
4. At no time are children to be left unattended in any area of the building.
5. No red drinks are permitted in the facility.
6. No smoking, use of alcoholic beverages or illegal drugs permitted in the facility.
7. No Scotch tape or duct tape is to be used when decorating the facility.
8. No throwing of confetti or any other non-biodegradable substances is permitted on church property.
9. Groups are confined to areas specifically rented for their event.
10. No animals are allowed in the building (with the exception of service dogs).
11. Those renting the facility are responsible to coordinate with the church office regarding any deliveries or pick-ups (i.e. flowers, catering, etc.)
12. No sound equipment is to be moved without the sound technician. The piano and drums are not to be moved.
13. All music or media selections must be submitted in advance. No outside DJs are permitted.
14. Saturday events must be out by 8:00 pm.
15. Forest Hills Baptist Church is not responsible for lost or stolen items or liable for any injury that might occur during the use of the facilities.
16. Generally speaking, the facilities will not be rented during Forest Hills Public School breaks and the week before Easter Sunday.
17. **Cancellation Policy:** In regards to inclement weather, we follow the Forest Hills Public School cancellation decisions. All rentals will be cancelled if Forest Hills Public Schools are cancelled. In addition, evening rentals will be cancelled if Forest Hills Public Schools cancels evening activities. No refunds are issued for inclement weather cancellations.

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