

**Facility Use Request – Ministry**  
Forest Hills Baptist Church

Facility Requested:

- Worship Center - (seating capacity – 350)
- Gym (banquet capacity – 250)
- Commons (banquet capacity – 150)
- The Hub (banquet capacity – 60)
- Classroom - (room # \_\_\_\_\_)
- Kitchen

Those using the facilities shall agree to function under the guidelines listed below. Lower foyer doors will be set to unlock and lock based on the entry/exit times listed below. Please give a two-week notice if there is a cancellation prior to the scheduled date.

Please fill in the information below, familiarize yourself with all the listed guidelines and submit the form to the main office or to info@fhbcgr.org.

Ministry \_\_\_\_\_

Person Responsible \_\_\_\_\_ Phone Number \_\_\_\_\_

Date of the Event \_\_\_\_\_ Time of the Event \_\_\_\_\_ E-Mail \_\_\_\_\_

Activity Description \_\_\_\_\_

Equipment / Set-Up Needs \_\_\_\_\_

Entry Time \_\_\_\_\_ Exit Time \_\_\_\_\_

SIGNATURE \_\_\_\_\_

*For Office Use Only*

Date Application Processed \_\_\_\_\_

Approved:  yes  no

## **Facility Use Guidelines**

Forest Hills Baptist Church

1. FHBC reserves the right to limit activities that are not in harmony with the purposes/standards of the church.
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 (18 years of age & over in regular attendance) is considered the Sponsor. The Sponsor is responsible during the time the facility is being used and must be present at all times during the event.
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 requested and reserved for the event.
10. No animals are permitted in the facility (with the exception of service dogs).
11. Those reserving the facility are responsible to coordinate with the church office regarding any deliveries or pick-ups (i.e. flowers, candelabras, aisle runners, 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 and clean up must be completed 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.