

Facility Use Request – Members
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

Additional Fees:

- Custodial Fee - \$25.00 per hour (\$50 minimum). This figure is determined by the number of hours you are reserving the facility. This fee may be waived if the Sponsor (see page 2 of this form) takes responsibility for clean-up.
- Sound Technician - \$25.00 per hour (Events requiring 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.

A \$50 security deposit is required to confirm the date unless the event is a church ministry. Those using the facilities shall agree to function under the guidelines listed below and are liable for any damage to the facility. Lower foyer doors will be set to unlock and lock based on times listed below. Please give a two-week notice if there is a cancellation prior to the scheduled date. FHBC reserves the right to prohibit any activities that are not in harmony with the purposes and standards of the church.

Please fill in the information below, familiarize yourself with all the listed guidelines, submit the form to the main office or to info@fhbcgr.org, and keep page 3 for the day of the event.

Name _____ Phone Number _____

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

Activity Description _____

Equipment / Set-Up Needs _____

Entry Time _____ Exit Time _____

Clean Up Options: I will do my own clean-up. I prefer custodial assistance (see fee structure above).

SIGNATURE _____

For Office Use Only

Date Application Processed _____ Approved: yes no

Certificate of Insurance Required? yes no

Total Rental Fee _____ Deposit Received _____ Remaining Balance _____

Deposit Returned? yes no Reason If Not Returned _____

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.
16. All used linens should be washed and returned within a week of the event.
17. Those doing their own clean up should complete the close down checklist (see page 3) before exiting the building.
18. A \$50.00 security deposit is also required but will be reimbursed if these conditions are met. The deposit will be forfeited if these conditions are not met or if there is damage or significant carpet staining.

Forest Hills Baptist Church • 3900 East Fulton • Grand Rapids, MI 49546
(616) 949-0540 • info@fhbcgr.org • Fax (616) 949-7870

Close Down Checklist

Return to the main office when completed.

1. Take out **ALL** trash.
2. Return the used rooms to their original set-up.
3. Check bathrooms that were used (i.e. toilets are flushed, lights are off, etc.).
4. Vacuum all areas that were used.
5. Confirm that the stove and oven are off.
6. Turn off **ALL** lights (note that some emergency lighting remains on).
7. Ensure that the upstairs entry doors are locked and barred.
8. Exit through the main lower foyer doors.
9. Text Sheri Burr at (616) 916-8469 with any concerns and to set the alarm.

I agree that all of the above has been completed correctly:
