

**FIRST BAPTIST CHURCH
BLANCHARD, LOUISIANA**

REQUEST FOR USE OF MULTI-PURPOSE BUILDING (OLD SANCTUARY)

We hereby request the use of the multi-purpose building on the following date:

Date desired: _____ Time - From _____ to _____

Individual or Group Making Request: _____

Purpose for which the facility is to be used: _____

We agree to abide by the policies of First Baptist Church and understand that we will be responsible for cleaning up after the scheduled event. We further understand that care of the facilities is required and breakage or damage must be paid for by group using the building.

We also understand that **NO SMOKING IS ALLOWED** in any of the church buildings (including rest rooms) and that **NO ALCOHOLIC BEVERAGES ARE ALLOWED** in any of the church buildings or on the church grounds.

We further understand that **ADEQUATE ADULT SUPERVISION** must be provided at all times and that the church shall not be held responsible for any accidents or injuries that might occur during the scheduled events.

As required by the church's insurance carrier, a Certificate of Insurance shall be required by outside groups who wish to schedule events using the church facilities. Proof of insurance and approval by the church's authorized representatives shall be required before events may be scheduled by outside groups.

Fee for use of the Multi-Purpose Building is \$25.00 for members of FBC, Blanchard and \$50.00 for non-members for daytime or evening events plus an additional \$25.00 for overnight events. This fee applies for all outside groups or non-church events (such as birthday parties). The fee is to help offset the cost of heating or air conditioning during the scheduled event. This fee must be paid in the church office at least three days prior to the scheduled date of use.

I understand the above policies and agree to take responsibility for seeing that these policies are followed:

Signed by _____

Address _____ Phone _____

This Form Must Include the Signature of an Authorized Church Official Before This Event May be Placed on the Church Calendar. Once approved a copy of this form should be given to person making request to schedule the event.

Signature of Person Authorized to Grant Church Approval

Date Approved