

# Request for Use of Facilities and Equipment

## *Karl Road Baptist Church*

Date(s) of Desired Use: \_\_\_\_\_ Time: In \_\_\_\_\_ Out \_\_\_\_\_

Purpose of the Desired Use: \_\_\_\_\_

Individual Responsible for Fulfilling Regulations: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

The person/persons requesting the use of Fellowship Hall and/or kitchen is responsible for leaving the kitchen clean and having all trash bagged – ready to take to the dumpster.

Checks should be made out to: Karl Road Baptist Church

Fellowship Hall fee: \$150 for nonmembers – to be paid 30 days prior to event date.

Facilities Coordinator fee: \$75 Cost for setup and tear down of tables and chairs: \$75

Water cost to fill baptismal: \$300 Other use fees may apply.

Facilities Desired:

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Classrooms(s)	<input type="checkbox"/> Sound System/Technician \$65
<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Chapel	<input type="checkbox"/> Organist/Pianist \$150
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Lounge	

## Equipment Requested to be removed from KRBC

(Before any equipment can be removed from the church, this request form must be submitted and approved by the Stewardship Committee.)

List equipment you would like to use: \_\_\_\_\_

Purpose of the desired use: \_\_\_\_\_

Questions or requests:

\_\_\_\_\_

### For Stewardship or Building and Grounds Committee Use Only

Date Submitted: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Steward's Signature: \_\_\_\_\_

Approved   
 Disapproved

All events must be placed on the Master Calendar in the church office. Before an event is placed on the Master Calendar, a “Request for Use of Facilities and Equipment” form must be filled out and returned to the church office. The Chairman of the Stewards or Building and Grounds Committee will review and approve or disapprove the request. The form will be returned to the office secretary. Members of KRBC will have the facilities available to them on a first come first served basis.

Payments should be made by cash or check and given to the church office. Make checks out to **Karl Road Baptist Church** stating what the amount is for on the memo line. If requested, a receipt will be given to the person making the payment by the office.

## **Building and Ground Rules**

- No food or drinks are permitted in the lobby or sanctuary at any time.
- Facilities must be left in as good or better condition than they were found. All trash must be bagged and put in the kitchen trash bins by the back door. Table tops and chairs must be clean – free from debris and not sticky. Toys must be clean and put back on shelves.
- All equipment should be in good working order. If there is any damage, it must be reported to the church office in writing, with a name of the responsible party to be contacted if there are any questions. This also applies if there is any personal injury that takes place on KRBC property.
- No personal or business use which directly or indirectly makes a monetary gain or promotes its business is allowed.
- **No alcohol, dancing, inappropriate music, gambling, illegal drugs, fire arms nor illegal weapons are permitted on KRBC property. No smoking or tobacco products are permitted inside the church buildings.**