

## Appendix B: Building Use Forms

### Greenwood First Baptist Church Building Space Application Form

Name of organization or individual applying for building space:

---

For what purpose will the building space be used?

---

---

---

---

Do you need space in a particular building? Please designate specific requirements:

---

---

---

---

How many people will be using the space? \_\_\_\_\_

How often will the space be needed? \_\_\_\_\_

Expected dates of utilization:

---

---

---

With whom is your liability insurance? (Name, Address, Phone Number)

---

---

---

---

Do you or the organization have Workman's Compensation insurance? If Yes – Name of company, address and phone number.

---

---

---

---

Will the kitchen or set-up/cleanup be needed? \_\_\_\_ yes \_\_\_\_ no

Non-Profit organization should provide a financial statement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**APPLICANT CONTACT INFORMATION:**

Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone - Office: \_\_\_\_\_

Phone – Home: \_\_\_\_\_

Phone Cell: \_\_\_\_\_

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

## APPLICATION AND GUIDELINES FOR USE OF FACILITY

Date of Event: \_\_\_\_\_

Sponsoring Organization:

\_\_\_\_\_

Contact Person: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone - Office: \_\_\_\_\_

Phone – Home: \_\_\_\_\_

Phone Cell: \_\_\_\_\_

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

Event Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time of Event:                      Begins at \_\_\_\_\_ am or pm

   Ends at \_\_\_\_\_ am or pm

Number of people attending: \_\_\_\_\_

Facility Needs:

I. Sanctuary

- b. Sound Technician                     yes                     no
- c. Piano                                     yes                     no
- d. Organ                                    yes                     no
- e. Candles/Candle Standards        yes                     no

II. Fellowship Hall

- a. Sound Technician                     yes                     no
- b. Sound System                         yes                     no
- c. DVD                                      yes                     no
- d. Table Service                          yes                     no
- e. Kitchen Facilities                     yes                     no

Number of tables needed: \_\_\_\_\_

Number of chairs needed: \_\_\_\_\_

How do you want tables and/or chairs set up? (Draw a diagram on the back of this form.)

---

---

---

III. Chapel

- a. Piano                                    yes                     no
- b. Organ                                    yes                     no
- c. Candles/Candle Standards        yes                     no

IV. Classrooms

- a. Tables                                  yes                     no
- b. Chairs                                  yes                     no
- c. Lectern                                 yes                     no
- d. White Board                          yes                     no

Contact David Jennings at least 24 hours before scheduled event if changes are made.

Name of person completing form: \_\_\_\_\_

Additional information:

## Greenwood First Baptist Church Building Use Contract

This Building Use Contract is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Greenwood First Baptist Church (GFBC) and \_\_\_\_\_ (Group).

GFBC provides meeting space for non-church functions as a service to the community. As a non-profit entity, the church seeks to recover only costs related to use and maintenance. Accordingly, the parties hereto agree:

1. Group is granted permission to use the facilities of GFBC on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the purpose of \_\_\_\_\_ (the Event).
2. Group agrees to comply with all rules and regulations regarding the use of the facilities of GFBC as set forth in the GFBC building policy.
3. In the event of damage to church property during Group's use of the facilities, Group shall pay for such damage in such amount as is determined by the Diaconate in its sole discretion. Any building damage deposit paid by Group shall be applied to any such damage, and Group shall be responsible for any balance.
4. No notice or publication of the Event conducted at GFBC will be made without the written approval of the property committee, Diaconate, or other approved church representative.
5. Group agrees that the Event is not sponsored by GFBC, and GFBC does not extend coverage for medical payments in case of injury to anyone attending the Event. The obligation for any and all medical care shall be the responsibility of the individual and/or Group and the cost of medical care shall be paid by that individual and/or Group.

The undersigned Group has read and understands all of the above guidelines and requirements and agrees to abide by them.

Greenwood First Baptist Church

By: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_  
Group

By: \_\_\_\_\_

Its: \_\_\_\_\_