



FACILITY USE APPLICATION

Email your completed application to pressary@fbcmboro.org or return a hard copy to our Welcome Center at 115 S. Spring Street. Contact Paula Essary at 615-893-2514 with questions.

Date: Organization: Phone:

Website: Email:

Contact Person(s):

FBC Member: Yes No

Purpose of Use:

Is this organization a non-profit? Yes No Will a fee be charged to attend? Yes No

Is this request for a one time event or a standing reservation? One Time Event

Standing Weekly Reservation Standing Monthly Reservation Other:

Start Date of Term of Use: Scheduling Exceptions, etc.

End Date of Term of Use:

Start time on days of use:

End Time on days of use:

Number of attendees expected:

What area of the church facility are you requesting?

Fellowship Hall	Christian Life Center (CLC/Gym)	Classroom #	Crossmain
Conference Room	Sanctuary	Other	

Will food and beverages be served? Yes No

Requested Set Up:	Round Tables; Quantity:	*Table Cloths; Quantity:
Podium	Rectangular Tables; Quantity:	*Table Cloths; Quantity:
	Chairs; Quantity:	

Do you need Audio Visual and/or Tech support? (microphones, on-screen pictures, etc.) Yes No

*Table cloth rental fee is \$2.00 per cloth to be paid in advance. Church members may launder and return within one week instead.

Special Instructions:

FACILITY USE AGREEMENT**HARD COPY MUST BE COMPLETED AFTER APPLICATION APPROVAL**

Through my initials and signature, I represent myself and my organization, including its officers, directors, and members. I affirm that I possess the authority to endorse this document on behalf of my organization, and by doing so, I legally bind my organization to the terms set forth in this agreement. I undertake full accountability for this event, and I confirm that I have read the FBC Facility Policy thoroughly.

I commit to abide by the rules in the attached First Baptist Chjurch Facility Use Policy as well as any Letters of Agreement established and signed subsequent to the approval of this request.

I will provide at least 48 hours' notice in cases of cancellation.

I acknowledge that failure to provide timely cancellation notice may result in charges for reserved time.

I will settle payments within 30 days of the oldest unpaid reservation unless an alternate payment schedule has been established in a signed Letter of Agreement with First Baptist Church. If such an alternate schedule exists, I will adhere to it.

I understand that failing to adhere to the payment timeline may result in a 5% per week late payment fee.

I affirm that I possess the authority to endorse this document on behalf of my organization, and by doing so, I legally bind my organization to the terms set forth in this request.

I and my organization shall fully indemnify, hold harmless, and defend First Baptist Church and its employees, agents, and affiliates from and against all claims, demands, actions, suits, damages liabilities, losses, settlements, judgments, costs, and expenses, whether or not involving a third party claim, which arise out of or relate to any act or omission of either party.

Applicant Signature

Date

For FBC Use ONLY:

Approved: YES NO

Approved Pending Letter of Agreement: YES NO