

FIRST BAPTIST CHURCH

1650 Waddington Road, Nanaimo, BC V9S 4W3

Church Facilities Booking Request

250-753-0241 / fax: 250-753-0415 / admin@fbcnanaimo.ca

Please complete this form and return it to the Church Office. We will contact you to confirm your booking and any details.

Application Date _____

Ministry/Group _____

Contact Name _____ Phone _____

Email _____

Person Responsible During Event (if different than applicant) _____

EVENT INFORMATION:

Date(s) Request _____ Time In _____ Time Out _____

Description of Activity _____

Key Holder Responsible _____ Anticipated Attendance _____

Please Indicate Your Requirements

___ Pastor	\$ 200
___ Sound Technician / Host	\$ 100
___ Media Technician	\$ 100
___ Church Musician / Soloist	\$ 100
___ Caretaker	\$ 50 (without reception) \$100 (with reception)
___ Sanctuary (not an expense to members)	\$ 500
___ Multi-purpose Room	\$ 200
___ Main Kitchen	\$ 100
___ Lounge	\$ 25
___ Meeting Room	\$ 25
___ Other Rooms (please specify _____)	\$ 25
___ Damage Deposit	\$ 100 (to be returned following event if all is in order)
TOTAL	\$ _____
	— \$ 50 (Deposit)
AMOUNT OWING	\$ _____

A deposit of **\$50.00** is required to secure your booking. Please make cheques payable to **FIRST BAPTIST CHURCH**.

NOTE: Use of sound and/or projection equipment requires a FBC technician trained on our system.

Sound Technician _____ Media Technician _____

I certify that I have read the conditions and regulations on the reverse side, and agree to conform thereto, and to be bound thereby:

Signature of Applicant _____ Phone _____

OFFICE USE ONLY

Accepted / Declined _____ Date _____ Date Fee Rec'd _____ Per _____

Special Privileges or Equipment _____

The issue of this permit is entirely within the discretion of the Church Council and Staff. The Church reserves the right to cancel the same without notice upon the breach of any of the conditions of regulations, or should the Council be of the opinion that the premises are not to be, or are not being used for the purpose contained in the application.

REGULATIONS

1. The congregation reserves the right to rent or allow use of the premises only by individuals or groups not incompatible with our goals, values and statements, and for purposes which are not incompatible with our goals, values and statements (see Church Constitution and By-Laws).
2. First Baptist Church is not responsible for personal injury or damage, or for the loss or theft of clothing or equipment of the applicant, or anyone attending on the invitation of the applicant.
3. The applicant shall be responsible for the conduct and supervision of all persons admitted to the church building and grounds and shall see that all regulations contained in this permit are strictly observed.
4. The exits must be kept free from obstruction in case of fire.
5. The applicant must pay all damage arising from use of church property / equipment.
6. Dancing, smoking or alcoholic beverages in any part of the building are strictly forbidden.
7. Games of chance, lottery or gambling in any form are strictly forbidden. No utterance of an obscene nature will be permitted.
8. A Concert & Performance Rider must be completed by visiting musicians and guest artists.
9. Any sale of merchandise and ticket sales must be approved in advance by the Church Office.
10. Decorations such as floral arrangements may be attached to the pews with ribbon or tape, but tacks, nails or staples must not be used anywhere on walls and woodwork. Limited use of dripless candles is permitted but must be approved by the Church Office.
11. The throwing of confetti or rice within the church building, or on the church property, is prohibited. Failure to adhere to this regulation may result in additional caretaking fees.
12. The applicant is responsible to return all furniture, equipment and instruments that they moved to their proper place. Failure to adhere to this regulation may result in additional caretaking fees.
13. The applicant is responsible to see that all persons admitted to the function, including set-up and rehearsals, have vacated the church building and grounds promptly on the time specified on the permit as approved.

NOTE:

Upon receipt of the fee, arrangements will be made to allow your group entrance to the premises.