

FRIENDSHIP BAPTIST CHURCH
Internal Facility Use and Member Funeral Application

Please print. This form is to be used by all auxiliaries, departments, boards, committees, and ministries to reserve dates and rooms for Church meetings and events. The Pastor, Chairman of the Deacon Board, or Chairman of the Trustee Board or designated other will reserve rooms for member funerals. All events will be placed on the Church Calendar after approval. The Trustee Board reserves the right to move any meeting or event to a room based upon expected attendance and other issues. Allow 10 days for review and approval for non-funeral events/meetings.

| | | | |
|---|------------------------------------|---------------------------------|---------------------------|
| 1. Event/Meeting. (For Member-Funerals, complete Boxes 1, 3, 7, 8, 12, 13, 14, 15, 16, and 18.) | | | |
| 2. Ministry/Auxiliary/Committee/Board/Department | | 3. Contact Name | |
| 4. Contact Home Telephone | 5. Contact Mobile Telephone | 6. Contact Email Address | |
| 7. Event Date | 8. Beginning Time | 9. Ending Time | 10. Attendance No. |
| 11. Event/Meeting Will Meet (check all that apply) <input type="checkbox"/> Weekly <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Once/Other _____ | | | |
| 12. Room(s) and Audio/Visual Services (Check all that apply) <input type="checkbox"/> Sanctuary <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Lounge <input type="checkbox"/> Conference Room <input type="checkbox"/> Classroom No. _____ <input type="checkbox"/> Choir Room <input type="checkbox"/> Annex/Garage <input type="checkbox"/> Parking Lot <input type="checkbox"/> Musician(s) <input type="checkbox"/> A/V Technician <input type="checkbox"/> Sound System <input type="checkbox"/> DVD Player <input type="checkbox"/> Laptop <input type="checkbox"/> Screen <input type="checkbox"/> Television <input type="checkbox"/> Other Equipment _____ <i>Fire Marshall limits the maximum seating for the Fellowship Hall at 680; Choir Room at 167, Classrooms at 25-50; and Conference Room capacity at 25.</i> | | | |
| 13. Room Set-up <input type="checkbox"/> None <input type="checkbox"/> Classroom <input type="checkbox"/> Auditorium <input type="checkbox"/> Banquet <input type="checkbox"/> Round Tables <input type="checkbox"/> Long Tables <input type="checkbox"/> Other _____ Set-up Date: _____ Set-up Time: _____ Person Responsible for Cleanup: _____ | | | |
| 14. Additional Information (check all that apply) <input type="checkbox"/> Member-Funeral <input type="checkbox"/> Church Event <input type="checkbox"/> Public Event <input type="checkbox"/> Bulletin Publication/Announcement Clerk <input type="checkbox"/> Church Email Communication Description of event: _____ _____ _____ | | | |
| 15. Contact's Signature | | | 16. Date |
| 17. Office Receipt: _____ Church Office Signature _____ Date _____ Time _____ | | | |
| 18. Pastor Approval: _____ Pastor Signature _____ Date _____ Time _____ | | | |
| 19. Trustee Board Use Only: Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No, with Comments: _____ _____ Trustee Signature _____ Date _____ Time _____ | | | |

FRIENDSHIP BAPTIST CHURCH

Description of the Forms

1. Internal Facility Use and Member-Funeral Application

This form is to be used by the official Church's auxiliaries, departments, boards, committees, and ministries to reserve the facility for a Church sponsored event, meetings/events, and member-funerals. No deposit or rental fee is required. All requests for events/meetings (non-funeral) must be received by the Trustee Office 30 days prior to the event/meeting.

The Pastor, Chairman of the Deacon Board, Chairman of the Trustee Board, or designated approved other will reserve the rooms for member-funerals.

Procedure

1. Member must complete the application including description of event. (Do not write in the shaded area of the form.)
2. Member submits the completed application to the Trustee Board.
3. The Trustee Board will review the application and notify the member of the decision within 10 days.

Use of the Facility

- a. No smoking, alcohol beverages (beer, wine, liquor), and illegal drug use on the premises (parking lot, grounds, and inside the facility).
- b. No animals except as described in federal and state laws, i.e. American with Disabilities Act (ADA), Michigan's Elliot-Larsen Act, etc.
- c. No structural changes to the facility, grounds, and parking lot without written approval from the Trustee Board.
- d. No cherry (red) and grape (purple) beverages and liquors in the facility.
- e. No children and youth activities (up to age 21) without approved adult supervision.
- f. No tape on the bulletin boards.
- g. No nails, tape, thumbtacks, or glue to mount temporary decorations.
- h. Use only dry-eraser markers for the whiteboards and erase/clean at the end of the event.
- i. Arrange room as it was found at the end of the event.
- j. Report all injuries/accidents to the Trustee Office, ASAP. Failure to report shall result in possible waiver of any and all claims.
- k. Any private security guards will be at the cost and responsibility of the renter.
- l. Political meetings and activities are prohibited in compliance with IRS Section 501 (c) (3).