

**FIRST BAPTIST CHURCH**  
**Family Life Center**  
**Request Form**

Organization: \_\_\_\_\_

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

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

Best Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

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

If the person in charge of group using the Family Life Center is different from above, please list additional information:

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

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

Best Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

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

Date (s) Requested: \_\_\_\_\_

Time of Arrival: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

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

Brief description of your planned activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Will you need use of the Youth Suite located upstairs? \_\_\_\_\_

Will you need use of the three classrooms located upstairs? \_\_\_\_\_

Will you need use of the kitchen? \_\_\_\_\_  
(If yes, a separate request form from the Kitchen Committee **must be completed.**)

Will you need use of the Sound System in the Family Life Center? \_\_\_\_\_  
(A trained FBC Media Technician must be scheduled through the church office to operate the sound equipment.)

Will you need use of any staging? \_\_\_\_\_  
We can provide up to a 24 x 16 stage area. Use of staging requires prior arrangements through the church office. Due to safety issues, the custodian or property committee members must oversee set-up.

Describe your need (attach a diagram of the set up if would like our custodians to set up tables): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Any person, group or organization using the Family Life Center should assume full responsibility for the building and its contents. They are also responsible for the conduct of individuals in their group.

Person (s) using the Family Life Center must make arrangements to check out a key from the First Baptist Church office (252-726-4142) during work hours Monday through Friday from 8:00 a.m. until 5:00 p.m.

### **Suggested Donations**

Family Life Center Usage (Outside Groups & Non-Church Functions) \$100.00  
(Waived for usage by members of First Baptist Church, youth groups  
from other churches, school groups, and mission groups)

Custodial Staff

(If used after normal business hours for table set up, take down, and clean up.)

0 (zero) up to 50 persons - \$100.00  
50 up to 200 persons - \$150.00  
201 or more persons - \$1.00 per person  
(Example 240 persons=\$240.00)

Sound Technician \$20/hr

Sound Equipment Non-Members \$10/hr

### **After Utilization of the Family Life Center, Please:**

1. Adjust heating and air-conditioning thermostat back to its original setting if it has been altered.
2. All trash should be bagged and placed in the green trash bins located on the east side of the building outside the kitchen door.
3. Sweep floors. The brooms and mops are located between the doors leading to the hallway and the metal door for the snack bar in the utility closet.
4. Turn off all lights and make sure all doors in the Family Life Center are locked.
5. Do not leave any food items in the refrigerator.

### **If you choose not to use the custodians for set up, take down, and clean up the following should also be done:**

1. All trash should be taken to the church dumpster located in the parking lot next to Martha's Mission.
2. If necessary please mop the floors in addition to sweeping.
3. Check the bathrooms, pick up and empty all trash.

First Baptist Church reserves the right to withdraw or deny the use of the FLC.

First Baptist Church is at liberty to approve special requests when deemed appropriate.

I understand all polices and procedures set forth by the First Baptist Church Family Life Center Committee and agree to follow all said Policies and Procedures.

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Print Name

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Sign Name

Date

Revised 05/2013