

Family Life Center Application
And Checklist

The purpose of the Family Life Center (FLC) is to bring glory to God by building up the family of God. Therefore, all activities must be in accordance with the church's beliefs and standards. No alcohol, smoking, dancing or gambling (including bingo or raffles) is allowed. There will be no "For-Profit" events allowed.

Member/Non-Member	Small Area Usage	Time Used	Large Area Usage
Member	\$50	< 6 hours	\$75
Non-Member	\$100	< 6 hours	\$200
Member	\$75	>6 hours	\$100
Non-Member	\$150	>6 hours	\$300

Fees will be charged only to offset the expense for utilities and maintenance of the facility. These fees are based on the area(s) being used for the activity and the understanding that the responsibility for cleanup belongs to the persons using the facility and does not include \$100 deposit or sound technician fees if needed. The sound system may only be operated by a church sound technician. There is an additional fee for his services at \$25 per hour.

The deposit is still required even if the fee is waived for non-profit organizations or community groups.

Name _____ Phone # _____

Address _____ Cell # _____

DATE OF ACTIVITY _____ HOURS OF ACTIVITY _____

TYPE OF ACTIVITY _____

SOUND EQUIPMENT NEEDED YES / NO Circle One

KITCHEN EQUIPMENT NEEDED YES / NO Circle One

DATE

_____ Deposit paid

_____ Balance paid – Amount _____

_____ Key to the FLC picked up by _____

_____ Equipment checked by _____

_____ Key returned to the Church Office

_____ Deposit returned

I hereby certify that I have read the FLC policies of Huntington First Baptist Church and understand what is required of all participants and those who assist with the activity in any way. I accept responsibility for any damage to the building or furnishings beyond the usual wear of normal use.

A LOSS OF DEPOSIT COULD RESULT FROM THE POLICIES NOT BEING FOLLOWED.

(Applicant's Signature)

(Approved By)

Family Life Center

Instructions: There is an allen wrench inside the fire extinguisher box in the foyer in order to secure the panic bars to the unlocked position. At the end of the event, doors should be locked, thermostats reset to program mode, refrigerators cleaned out, equipment room left orderly, and lights turned off. There are six (6) thermostats in the gym. All six (6) should be set at the same temperature setting (not below 70 degrees). There are also thermostats in the foyer and conference room. Extra-large trash bags are in the kitchen cabinets. Cleaning supplies are in the custodian's closet in the gym.

If ceiling tiles are dislodged in the gym, the \$100 deposit will not be returned.

Cleaning of the following is the responsibility of the party renting the facility:

Floors Cleaned

- Gym Floor
- Foyer Floor
- Kitchen Floor
- Conference Room Floor
- Bathroom Floor

Bathrooms Cleaned

- Trash cans emptied
- All surfaces wiped clean

Kitchen Cleaned

- Dishes Cleaned
- All surfaces wiped clean
- All dirty linens cleaned and returned

Trash taken to the dumpster

- Dumpster is located behind the FLC

Returned key to the Church Office

- Business hours are 8:00am-4:00pm Monday- Friday

DEPOSIT WILL BE RETURNED ONLY UPON COMPLETION OF ALL THE ABOVE.

Emergency Contact- Darryl Smith 936-676-6624