

HUNTINGTON FIRST BAPTIST CHURCH FAMILY LIFE CENTER - APPLICATION

NAME _____

CONTACT PHONE # (_____) _____ - _____

ADDRESS _____

DATE OF ACTIVITY _____

START TIME _____ END TIME _____

SOUND EQUIPMENT & TECHNICIAN NEEDED YES / NO

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.

Every renter must pay a \$100 deposit to reserve the space and to ensure that no damage is done.					
Church Members	Small Area Conference Room	Large Area Gym	Non-Members	Small Area Conference Room	Large Area Gym
Less than 6 Hours	\$50	\$75	Less than 6 Hours	\$100	\$200
More than 6 Hours	\$75	\$100	More than 6 Hours	\$150	\$300

PLEASE BE ADVISED, THE FLC IS EQUIPPED WITH SECURITY CAMERAS!

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. ***If the Sound Equipment is tampered with/used without an approved HFBC Sound Technician, the renter's deposit will be forfeited. The deposit is still required even if the fee is waived for non-profit organizations or community groups.***

*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)

DATE _____ (OFFICE USE ONLY)

_____ Deposit Paid – Amount _____

_____ Balance Paid – Amount _____

_____ Key Code Given _____

_____ Key Code Scheduled on Alarm.Com _____

_____ Equipment checked by _____

_____ Deposit returned _____

HUNTINGTON FIRST BAPTIST CHURCH FAMILY LIFE CENTER - POLICIES

PLEASE BE ADVISED, THE FLC IS EQUIPPED WITH SECURITY CAMERAS!

Instructions: You will be given a 4 digit code to access the building for the duration of your event. The door with code entry is the right door under the covered-drive. Type in your 4 digit code and then press # to unlock the door. The door will lock behind you each time. There is an Allen-wrench inside the fire extinguisher box in the foyer to secure the other panic bars to the unlocked position. At the end of the event, all doors should be locked, thermostats reset to program mode, refrigerators cleaned out, equipment room left orderly, and lights turned off. Do not lock the panic bar on the code entry door.

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 kitchen. Extra-large trash bags are in the kitchen cabinets. Cleaning supplies are in the custodian's closet in the gym (all the way to the right corner).

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

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

Emergency Contact - Byron Smith (936.465.7616)