

First Baptist Church
3033 SW MacVicar Ave.
Topeka, Kansas 66611-1811
Office Hours: 9 am to 5:30 p.m.

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Contact: Verlee Sanneman, Office Manager
Revised August 2014

Facility Use Request

Member Responsible:				
Individual Name:		Group:	Date of request*:	
Address:		State:	Zip:	
Phone – home:		Phone – work:	Phone – cell:	
Email address:			Regular participant at FBC?	
Deposit:			Cash/check:	
Deposit will be returned by mail after the event if there are no damages, or other fees owed.				
Facility Request:				
Event / Use Description:				
Date	Time (Includes setup) From To		Room or area	Set up specifics
Other information:				
I have read, understand and agree to comply with the facility use requirements as well as fee schedules. I agree that I am responsible for the fee for use plus any additional costs which result from failure of my group to comply. I am responsible for returning the facility to pre-use condition at the conclusion of my activity.				
Signature:			Date:	
For Church Use				
Approved by staff:		Approved Date:	Added to Calendar:	
Fee Amount	Fee Description		Date	
1.				
2.				

* Request must be made 5 weeks in advance

Facility Use Requirements

Requirement	Description	Specific Examples
Respect for God	We view this as God's house and we are in His presence	<ul style="list-style-type: none"> No swearing Teaching/preaching/music consistent with First Baptist's beliefs (if in doubt – get approval in advance) Not used for commercial / for-profit individual or organization benefit
Respect for all of His People	Treat others as you would have them treat you.	<ul style="list-style-type: none"> Seek positive relationships treating others with respect and dignity. No smoking in the building
Respect for all of His Property	Use of facilities and equipment so others can enjoy them after you.	<ul style="list-style-type: none"> Use equipment gently You will be responsible for damages No use of courtyard or grounds which damages turf or landscape.
Respect for all of our Safety & Security	A safe and secure environment for all people in facility.	<ul style="list-style-type: none"> No use of rice, bird seed, confetti inside or out (these materials can make the floors slippery and unsafe). No alcoholic beverages used or brought onto the property.

Facility Use Fee Schedule*

Area	Regular Church Participant Fee (reflects incremental cost)
Sanctuary (eg wedding)	\$400 /event (includes special event coordinator)
Chapel	\$150 /event (set-up as is)
Parlor & Kitchenette	\$75 /event
Kitchen	\$75 /event
Fellowship Hall	\$10/hour
Courtyard	\$50 /event
Welcome Center	\$10 /hour
Café	\$10 /hour
Gymnasium	\$10 /hour*** (No charges for early set-up, if gym is available.)
Gymnasium Reception/Dance	\$150.00
Theater Stage	\$10 /hour
Fitness Center	\$2 /hour (6 or more)
Game Room	\$5/hour (6 or more)
Class Room	\$4 /hour (6 or more)

* Fees must be paid before date can be added to the calendar, and a \$250 deposit will be required

** if this amount represents a hardship, other options may be available.

*** additional fee if major event requiring setup/cleanup

Service Fee Schedule

Area	Regular Church Participant Fee
Officiating Minister (wedding)	\$150 /event
Organist	\$125 /event
Soloist or Instrumentalist	\$75 /event
Nursery care givers (for 2)	\$15 / hour for two First Baptist caregivers (required by policy)
Custodial Services	\$30 /hour (after regular custodian hours)