

The First Baptist Church in Beverly

INFORMATION SHEET FOR USE OF CHURCH FACILITIES

STATEMENT OF POLICY

The First Baptist Church in Beverly has a policy of permitting the use of its facilities by non-profit organizations regardless of religious or political affiliation. The Church, in granting the use of its facilities, does not necessarily subscribe to the philosophy and purpose for using the building. The following regulations will be in effect.

1. Use must be non-commercial and not interfere with regularly scheduled programs of the church or those previously scheduled on the church calendar.
2. Fire Laws, including No Smoking in all areas and capacity regulations must be observed.
3. Group(s) using the church will be held responsible for any resulting damage to property or furnishings.
4. All meetings held in the church buildings must be considered open to members of the church and the general public.
5. First Baptist Church reserves the right to relocate your group without notice to a room of equal or greater size at no additional cost.
6. Monday through Friday from 8:00 a.m. to 5:00 p.m., the parking lot is for staff personnel only! Others will be towed at the owners expense.
7. **NO FOOD OR DRINK IS ALLOWED IN SANCTUARY, LOUNGE, HALLWAYS OR OTHER CARPETED AREAS, UNLESS SPECIFICALLY AUTHORIZED IN WRITING BY CHURCH.**

Name of Group _____

Name of Principal Officer _____

Address _____ Telephone # _____

Street City Zip

E-mail address _____

Purpose of Meeting _____

(regular mtg., lecture, forum, rally, etc.)

Any admission charge? Yes _____ No _____ # Anticipated at Meeting (Maximum) _____

Room Requested _____

DAY	DATE	TIME

Is This a Non-Profit Organization? Yes _____ No _____

Maintenance or Custodian Request _____

	<u>CAPACITY REGULATIONS</u>	<u>NON-PROFIT DONATIONS PER HOUR</u>
Fellowship Hall	300 (meetings) 200 (dinners)	\$100
Lounge	20	\$ 20
Sanctuary	450	\$100
Chapel	75	\$ 30
Classroom	10	\$ 20
Dove Room	60	\$ 20
Music Room	30	\$ 20
Youth Lounge	25	\$ 20
Kitchen		\$ 15
White Whale (9 Hale Street)	90	\$ 50+

- Janitorial add \$25.00 per hour.
- All donations are subject to approval and may be waived by the Business Manager or the ministers.

The undersigned will be held responsible for the group's observance of the regulations as set forth in the Statement of Policy on the reverse side.

Signed _____
(authorized representative of group)

Address _____

City/Town _____

Telephone (home) _____ (work) _____

Email _____

CONDITIONS: _____

FBC AUTHORIZATION: _____