

GROUP RESERVATION FORM

HIGHWAY 47 MINISTRY CENTER
FRANKLIN COUNTY BAPTIST ASSOCIATION
PO Box 310, Union, MO 63084 636-583-2639

GROUP: _____

Purpose of Activity: _____

Sponsoring Church/Church Membership: _____

Approximate Number in Group: _____ Ages of Group: _____ Deposit enclosed: _____

Date of Event: _____ Start Time: _____ End Time: _____

Date(s) Building Reserved: _____ Start Time: _____ End Time: _____
(Include Set-up & Clean-up in the time)

Contact Person: _____

Address: _____

Main Contact Phone: _____ Cell or Other Phone: _____

E-mail Address: _____

FACILITIES AND EQUIPMENT REQUESTED

Dining/Conference Room _____ Kitchen _____ Softball Field _____ Gymnasium _____

Meeting Room _____ Table/Chairs _____ PA System _____ Other _____

I have read and consent to the Ministry Center Policies, Regulations and Fees.

Signature & Title

Date

Please list any special needs or requests on back of this sheet.

FOR OFFICE USE (Rev. 01/01/07)

Deposit Fee _____

Rental/Use Fee _____

Janitorial, Misc. Fee _____

Deposit Received _____

Payment(s) Received _____

Payments/Deposit Fee Return _____

FRANKLIN COUNTY BAPTIST ASSOCIATION
MINISTRY CENTER USE REGULATIONS
May 2007

1. FCBA reserves the right to deny any request from individuals, groups or programs that conflict with the teachings, policies or programs of FCBA.
2. Application for use of facilities may be obtained by calling the association office. After completion and submission of form, and any requested deposit to the association, your event will be placed on the calendar, if approved. A security/damage deposit must be made by non-FCBA related groups. This deposit is not refundable if the event is canceled by applicant within 60 days of the event. The deposit will be refunded within 30 days following the event, less any damage or clean-up charges.
3. All personal belongings, including decorations, must be removed from the premises prior to the termination of the event.
4. Nails, tacks, tape or other holding devices are not to be used to secure articles to the walls or doors. Any exception to this must be approved by FCBA staff.
5. All food and/or drinks and supplies must be provided by the users.
6. The user is responsible for maintaining the cleanliness of the facilities and is expected to clean and restore the used areas to the condition before usage. Trash should be placed in the containers provided. Janitorial fees are not part of the facility usage fee, unless requested by user or required by FCBA. Special request for janitorial services shall be noted on the application form for the use of the facilities.
7. Use of the facilities is limited to only those areas and activities which have been agreed upon and indicated on the application form.
8. Responsible supervision must be present at all times.
9. If any damage to the facility or equipment should occur, the user agrees to reimburse the association for any damage to the building or properties used by him/her or any of their guests.
10. Written notice must be submitted to the FCBA if the application is withdrawn. The deposit fee will be returned for acceptable reasons. The calendar will then be updated and the facility made available for other usage.
11. Tables, chairs and other equipment are not to be removed from the facility.
12. All pets or animals shall be restricted from the facilities with the exception of those special trained dogs used by handicapped individuals.
13. Courtesy to other groups meeting in the facilities at the same time is expected.
14. Tobacco, alcohol or controlled substance use, profanity, gambling or fighting are prohibited on FCBA property.
15. The FCBA has the right to change or impose additional regulations as deemed necessary at any time without prior notice.
16. Any group or individual automatically and immediately forfeits its rights or permission to use the facilities or premises by infringement of these regulations. In such case the scheduled rental may be immediately terminated by FCBA without notice.
17. In cases of extreme weather, or other emergency/or urgent matters, scheduled rentals may be cancelled by FCBA.
18. An organization making application must provide their own insurance coverage.
19. The rental party accepts liability responsibility for activities of their participants. FCBA shall not be held liable.

Signature of person responsible: _____ Date: _____
I agree to these regulations Applicant must be 21 years of age or older

Signature: _____ Date: _____
Franklin County Baptist Association Representative