

APPLICATION FOR CHURCH USAGE

First Baptist Church – 101 South Charlotte – Havana, IL 62644-1510
(309) 543-3115 – (309) 543-3124 (FAX)

Individual(s) and/or group(s) desiring to use the facilities of First Baptist Church, Havana, IL must complete this application and submit it to the Office Secretary or Pastor as early as possible.

(PLEASE PRINT OR TYPE)

1. NAME _____

2. ORGANIZATION _____

3. DATE(S) REQUESTED _____

4. HOURS REQUESTED _____

5. REASON/PURPOSE _____

6. CHECK FACILITIES / EQUIPMENT REQUESTED:

Sanctuary _____ # of Guests _____ Piano _____ Organ _____

Fellowship Hall _____ Kitchen _____ # of Chairs _____ # of Tables _____

Bride's Room _____ Groom's Room _____

Other Rooms and/or Equipment Needed _____

7. Custodian sets up chairs and tables as needed. A minimum one-week notice for set-up is preferred.

8. We read and will abide by the conditions outlined in the **POLICIES RELATING TO USE OF CHURCH FACILITIES**. YES _____ NO _____

9. We know the cost of the facilities may total \$ _____ and agree to pay this fee 30 days in advance of our requested event. (This fee is outlined in the Fee Schedule.)

10. _____

SIGNED _____ DATE _____

ADDRESS _____

PHONE _____

E-MAIL _____

FEES FOR FACILITIES AND SERVICES

First Baptist Church – 101 South Charlotte – Havana, IL 62644-1510
(309) 543-3115 – (309) 543-3124 (FAX)

NAME _____ DATE _____

The First Baptist Church Board of Trustees established the following fees for facilities and/or services. The “Contributing Member” column applies if a member of the immediate family, bride and/or groom is a regular contributor of record to this church.

A \$100.00 deposit is due when a reservation is made. If the event is cancelled 30 days prior to being held, the deposit is refundable. If cancelled less than 30 days out, the deposit is non-refundable.

Requesters must present cash, or check payable to “First Baptist Church” to the Office Secretary or Pastor NO LATER THAN 30 days before the scheduled activity (unless there is a written agreement stating otherwise). The Treasurer disburses the funds accordingly. **Requesters pay all fees for outside ministers.**

The Pastor and Trustee and/or Deacon chairperson approve/disapprove all requests. There may be no charge for some public uses (i.e., American Red Cross). Use of our facilities is viewed as a service and not as an aid for groups to raise money. The aforementioned people determine if request keep with this policy.

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FEE SCHEDULE
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SERVICE	CONTRIBUTING MEMBER	ALL OTHERS	COST
1. Deposit	No Charge	\$100.00 of total cost	
2. Sanctuary and/or Fellowship Hall	No Charge	\$200.00	\$ _____
3. Custodian	\$100.00 MANDATORY FOR ALL USERS		\$100.00 _____
4. Organist/Pianist (As accompaniment to soloist, a higher fee is appropriate.)	\$100.00	\$100.00	\$ _____
5. Pastor	\$100.00	\$100.00	\$ _____
6. Other Costs: Sound Person	\$25.00	\$25.00	\$ _____

TOTAL COSTS \$ _____

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WEDDINGS
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Dates of Use: Rehearsal _____ Wedding _____

FOR OFFICE USE ONLY / DISBURSEMENT

Approve / Disapproved _____	Date _____
Custodian _____	\$ _____
Organist/Pianist _____	\$ _____
Pastor _____	\$ _____
Other Costs _____	\$ _____

DISTRIBUTION: Original/Treasurer; copies for Custodian, Organist/Pianist, Pastor