

**FIRST BAPTIST CHURCH**  
**Family Life Center**  
**Request Form**

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

If the person in charge of group using the Family Life Center is different from above,  
please list additional information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Date (s) Requested: \_\_\_\_\_

Time of Arrival: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Brief description of your planned activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you need the facility during the: Day\_\_\_\_\_Night\_\_\_\_\_ or Both\_\_\_\_\_

Will you need use of the Youth Suite located upstairs?\_\_\_\_\_

Will you need use of the three classrooms located upstairs?\_\_\_\_\_

Will you need use of the kitchen?\_\_\_\_\_

(If yes, a separate request form from the Kitchen Committee will be faxed to you.)

Will you need use of the Sound System in the Family Life Center?\_\_\_\_\_

(Arrangements must be made in advance through the church office for a meeting with an FBC media technician before the sound equipment can be used.

Will you need use of stage lighting? \_\_\_\_\_ (Arrangements must be made in advance through the church office for a meeting with an FBC media technician before stage lighting can be used.)

Will you need use of any staging? We can provide an \_\_\_ x \_\_\_ area. Use of staging requires prior arrangements through the church office. Due to safety issues, the custodian or property committee members must oversee set-up.

- Describe your need:

Any person, group or organization using the Family Life Center should assume full responsibility for the building and its contents. They are also responsible for the conduct of individuals in their group.

Person (s) using the Family Life Center must make arrangements to check out a key from the First Baptist Church office (252-726-4142) during work hours Monday through Friday from 8:00 a.m. until 5:00 p.m. A deposit of \$25.00 will be charged and refunded upon return of the key.

A fee of \$100.00 is required for use of the Family Life Center for outside groups and non-church functions. The \$100.00 fee is waived for usage by members of First Baptist Church, youth groups from other churches and school groups.

Additional charges based on number of people using the Family Life Center are as follows for table set-up; take down and clean up by the custodial staff of First Baptist Church:

0 (zero) up to 50 persons - \$100.00  
50 up to 200 persons - \$150.00  
201 or more persons - \$1.00 per person  
(Example 240 persons=\$240.00)

After utilization of the Family Life Center, please:

1. Adjust heating and air-conditioning thermostat back to its original setting if it has been altered.
2. All trash should be bagged, taken out of the Family Life Center and disposed of properly. If you can dispose of your garbage during normal working hours, place all garbage in the church dumpster. (Someone in the church office should have a key and be able to direct you to its location.) If you need to dispose of garbage after hours, green trash bins are located on the east side of the building, under the awning outside the kitchen door. You can access the bins from an outside gate.
3. Sweep floors and/or mop if necessary. The brooms and mops are located between the doors leading to the hallway and the metal door for the snack bar in the utility closet.
4. Please check the bathrooms, pick up and empty all trash.
5. Turn off all lights and make sure all doors in the Family Life Center are locked.

The Family Life Center Coordinator reserves the right to withdraw or deny the use of the FLC without prior notice or explanation.

First Baptist Church is at liberty to approve special requests when deemed appropriate.

I understand all policies and procedures set forth by the First Baptist Church Family Life Center Committee and agree to follow all said Policies and Procedures.

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Print Name

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Sign Name

Date