

SIXTH AVENUE BAPTIST CHURCH (SABC)

GUIDELINES FOR FACILITY USAGE REQUEST FORM

1. All events/activities must be scheduled through the church office and approved by a Church Ministerial Leader.
2. Facility usage forms must be completed through the church office or by downloading the form from the website at www.sixthavebaptist.com/forms. **Forms will not be completed over the phone.** Please send form(s) and any additional information to the church office or email to ybentley@sixthavebaptist.org. There is a mandatory security deposit of \$300.00 to use our facility. Please note, cancellations that occur within **72 hours** of the scheduled event, will be assessed a \$200.00 fee.
3. There is no charge for SABC groups and ministries to use our facility as part of the ministry of the church.
4. **Conduct:** This is a place of Christian worship. As such, we expect all guests to act accordingly and be familiar with and follow SABC's policy. The Church is not responsible for lost or stolen items. Attendees, members and/or guests, are strongly advised not to leave their belongings/valuables unattended. No smoking, alcoholic beverages, or intoxicants of any kind are permitted in the facility or on the premises. Anyone under the influence of drugs or alcohol will not be allowed to participate in the activities/events. Food or drinks are not permitted inside or around the Sanctuary, Parlor or the Chapel.
5. Any person, group or organization requesting use of the facility must designate ONE person as the point of contact when planning arrangements.
6. **Damages:** You are responsible for damage to the church. Breakage of and/or damage to any church property/equipment should be reported to a church staff member immediately.
7. **Decorations:** You will be allotted **2 hours prior** to the time of your event to decorate. Reminder, this is a place of worship so please consider such when selecting your decorations.
8. **Catering/Kitchen:** Caterers must bring their own equipment and supplies. Cooking at the church is not permissible; however, you can store, warm or chill prepared food. The Church's Kitchen Coordinator will have full access to the kitchen at all times.
9. **Music:** The Church's Music Coordinator must approve all music. All music enjoyed before, during and after your ceremony shall be appropriate and in keeping with the reverence of the worship service. Only church-approved musicians may use our organ.
10. Approval of the use of SABC grounds and facility does not constitute or imply endorsement of a group, their mission, nor their positions. Groups approved to use the facility must not advertise the event in such a way as to imply endorsement by the congregation.

I have read the above policies and agree to follow them. I understand that failure to adhere to these guidelines may result in forfeiture of your deposit.

Signature

Date

Today's Date _____

**Sixth Avenue Baptist Church
FACILITY USAGE REQUEST FORM**



Member Yes or No

Name of Event/Group: _____

Date of Event(s): _____

Is this a recurring event? Yes or No

If recurring, list other dates: _____

Requestor/Contact Person: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

Set-up Time: _____ Event Start Time: _____ Event End Time: _____

Room(s) Requested: _____

How many participants/attendees: _____ Number of Tables: _____ Round or Rectangle

Number of Chairs: _____

Requested Audio/Equipment: Projector Portable Sound System
 Microphone(s) Television
 Sound System Kitchen Access
 Podium

FEE SCHEDULE

	Member	Non-Member
Sanctuary <i>(fees may increase for outside events)</i>	0	\$1,200.00
Fellowship Hall	0	\$ 700.00
Chapel	0	\$ 600.00
Parlor	0	\$ 500.00
Choir/Music Room	0	\$ 500.00
Assembly Room	0	\$ 300.00
Church Hostess Rehearsal & Wedding	\$150.00	\$ 150.00
Wedding Reception	\$ 75.00	\$ 75.00
Audio Ministry Rehearsal and Wedding	\$150.00	\$ 150.00
Wedding Reception	\$ 75.00	\$ 75.00
Security (off duty police) Rehearsal and Wedding	\$150.00	\$ 150.00
Security Deposit	0	\$ 300.00
SABC Officiate	\$300.00	\$ 350.00

CATERING FEES ARE NOT INCLUDED.