

SIXTH AVENUE BAPTIST CHURCH (SABC) GUIDELINES FOR FACILITY USAGE AND CALENDAR REQUEST FORM

1. All events/activities must be scheduled through the church office and must be approved by a Church Ministerial Leader.
2. All facility usage forms must be completed via; at the church office or download from the church website at; www.sixthavebaptist.com/forms. ***Due to immensely high phone calls related to the church calendar, we will not schedule events over the phone.*** Instead, visit our website to request availability. A security deposit of \$300.00 is required to reserve the use of our facility. If you cancel your event at any time up to (72) hours, a \$100.00 cancellation fee will be applied.
3. There is no charge for SABC groups and ministries using the facility as part of the ministry of the church. **SABC reserves the right to refuse any outside organization and refuse any date.**
4. **Conduct:** All guests will conduct themselves, while on church property, in a manner consistent with being in a place of Christian worship and be familiar with and follow SABC's policy. The church is not responsible for lost or stolen items. All participants are advised to not leave your 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. Food or drinks are not permitted inside or around the Sanctuary, Parlor or the Chapel.
5. **Damages:** You are obligated for damages to the church. Breakage of and/or damage to any church equipment should be reported to a church staff representative immediately.
6. **Decorations:** You will be allowed 2 hours prior to your event to decorate. Please choose your decorations carefully as we are a church.
7. **Catering/Kitchen:** The caterer must bring his own equipment and supplies. Cooking at the church is not permissible. The church's kitchen coordinator will have full access to the kitchen at all times.
8. **Music:** Your selection of music should reflect the worship and dignity of a sacred service. The Music Coordinator must approve questionable selections including secular music. All music enjoyed before, during and after your ceremony shall be appropriate sacred, classical, instrumental or semi-classical, in keeping with the reverence of the worship service. Only church-approved musicians may use our organ.
9. The person, group or organization requesting use of the facility must designate one person to be in charge of making arrangements with the church.
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.
11. In addition, the User(s) undertake and agree to indemnify and hold harmless the "Church Indemnities," which include, but are not limited to, the church's ministers, officers, deacons, trustees, members, employees, administrators, appointed officials, teachers, volunteers, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims (including injury to persons and damage to property), demands, actions, suits, damages, proceedings, cost and

expenses (including reasonable attorney fees) whatsoever for which the Church Indemnities may be or become liable directly or indirectly to anyone arising out of the use of church premises by the Users(s), including, but not limited to, the employees, servants, vendors, guests, agents, and invitees of the Users(s).

By your signature, you understand that failure to comply with any of this policy will be considered “disregard of policy” and will mean forfeiture of your deposit.

Signature

Date

Today's Date: _____

Sixth Avenue Baptist Church Facility Usage Request Form



Name of Event/Group: _____

Date of Event(s): _____

Is this a recurring event?	<input type="checkbox"/> Yes	or	<input type="checkbox"/> 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: _____

Requested set-up needed: Round or Rectangle _____

Number of Tables _____ Number of Chairs _____

Requested Audio/Equipment: Projector Portable Sound System

Microphone(s) Television Sound System Kitchen Access

FEE SCHEDULE

	Member	Non-Member
Sanctuary <i>(fees will be applicable to all 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
After Wedding Reception	\$ 75.00	\$ 75.00
Audio Ministry Rehearsal and Wedding	\$ 150.00	\$ 150.00
After Wedding Reception	\$ 75.00	\$ 75.00
Security Rehearsal and Wedding	\$ 150.00	\$ 150.00
Security Deposit	\$ 300.00	\$ 300.00
SABC Officiate	\$ 300.00	\$ 350.00

CATERING FEES ARE NOT INCLUDED.