

# Ludlow Baptist Church Facility Use Request Form

Any event planned to take place in the church facilities which is other than a routinely scheduled worship service is required to have a church member in good standing sponsor the event. This form is to be completed by the LBC Sponsor of the event and submitted, two weeks in advance of the planned date, to a LBC Deacon.

**Event Applicant (Name and contact information):** \_\_\_\_\_  
\_\_\_\_\_

**Name of LBC Sponsor:** \_\_\_\_\_

**Name/Purpose of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

**Estimated # of People Attending:** \_\_\_\_\_

**The group requires the use of the following facilities. A donation would be greatly appreciated to cover some of the cost of the church expenses (i.e. utilities, maintenance, etc). Please check all that apply.**

Sanctuary (\$100.00)

Vestry (\$25.00)

Kitchen (\$25.00)

\_\_\_\_\_ Total \$\$ (for use of facility)

**Additionally, the following individuals are requested for the event. Please check all that apply. An appropriate honorarium should be provided for each individual requested.**

Pastor

Organist/Pianist

Soloist

Sound System w/Operator

## **Procedure/Criteria:**

The LBC Sponsor and the requesting organization/individual have completed the form on the previous page and agree to the following guidelines and principles:

→ Smoking is not permitted in the church building, or on its front porch.

→ The use of alcoholic beverages is not permitted on church property.

→ No food or beverages are allowed in the upstairs sanctuary.

→ Areas must be cleaned, and trash removed. (sponsor see Facilities Closing Form)

→ The applicant requesting use of LBC facilities will make satisfactory arrangements in advance for the prompt payment of facility fees, honorariums and/or any other special costs (e.g. catering, special equipment, etc.).

→ If there is any damage to the facilities as a result of this event, the using group agrees to cover the cost of repair/replacement. Such cost shall be billed to the user group or individual by the Church.

➔Note: If a problem arises due to the approved activity or event, the LBC sponsor will be notified, and asked to facilitate a resolution in conjunction with the appropriate leadership within LBC to rectify the situation.

The following have read this policy and associated requirements and provide their agreement:

\_\_\_\_\_ Applicant Signature Date

\_\_\_\_\_ Sponsor Signature Date

**Upon receipt of this request the Board of Deacons will** (mark each as Yes, No or N/A):

Yes No N/A

- Insure all members of the Board of Deacons and Church Treasurer have a copy of this form
- Verify the requested use supports God honoring principles and/or theology (i.e. see LBC Statement of Faith – available on the church website at <http://www.ludlowbaptist.org/faith>)  
LBC Elders may be consulted for clarification. Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict the church's faith or moral teachings, which are summarized in, among others, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with the church's faith or moral teachings.
- Verify that no conflict exists with any previously scheduled event. Services, meetings, and other activities sponsored by the LBC will take precedence.
- Verify that the LBC insurance policy does not prohibit the activities proposed.
- Inform the LBC sponsor of approval/disapproval of the request (i.e. via signature of authorized LBC representative on this form)
- Notify the website administrator to add this event to the Church website event calendar.

The Board of Deacons  Approve/  Disapprove this request and have satisfactorily completed the above items.

\_\_\_\_\_ LBC Deacon Representative Signature Date