

First Baptist Church

P.O. Box 87
Newton, MS 39345
(601) 683-2066

Rental Policies for First Baptist Church Family Life Building and Sanctuary

Each person or group is required to pay a security deposit of \$150.00 which will be returned after the event. The total or a part of the security deposit may be held for cleaning or repair of damage. ***Your event is not officially reserved on our calendar until we have received your security deposit.***

The following rental fees do not include set-up or clean-up, which are the responsibility of the renter:

Family Life Building or Children's Building:

FBC members' private use (parties, etc.) for up to 3 hours \$40.00

Other person/church/ group's use for up to 3 hours \$150

Other church or group's use for more than 6 hours (including lock-ins) \$200

- *If a church member is renting the FLB for a non-member, the church member **MUST** be present at the event.*
- *Non-members are not allowed to reserve the FLB on Sundays.*

Sanctuary:

For Weddings (and similar-type events), the following fee schedule applies:

(The Member Cost also applies to children of members)

	Member Cost	Non-Member Cost
Sanctuary Rental.....	\$50.00	\$150.00
FLB Reception Rental.....	\$50.00	\$150.00

Fees may be waived at the discretion of the Trustees, such as for groups that provide a community service, such as a health fair, etc.

3) Before your event takes place:

- The completed rental form, rental fee, and security deposit are to be turned in to FBC during our office hours, Monday through Thursday 8:00 a.m. to 4:00 p.m. and Fridays from 8:00 a.m. to 12:00 p.m.
- Acquire a key from our church office during office hours. The key must be returned within two days after your event.
- Meet with our custodian during office hours to become oriented on where our tables and chairs are stored, as well as cleaning supplies.
- If renting our Sanctuary, you will need to meet with our custodian to become familiar with the arrangement of the Sanctuary furniture (choir chairs, pulpit furniture, etc.). FBC will be responsible for moving all microphone stands, audio monitors, the Lord's Supper table, carpeted sections covering the stairs, and the pulpit.

4) Each person or group using the building is responsible for complete set-up and clean-up of the building. You must leave the building as you found it.

- A trash bin is located behind the Family Life Building. If you would prefer to hire our custodian to clean the building, after his working hours, please contact our church to check his availability. His rate is \$16.00 per hour.

5) No food or drinks are allowed in the Sanctuary. All food and drinks must be confined to non-carpeted areas of the Family Life Building.

6) Alcohol, smoking, and other tobacco use is prohibited in all buildings.

7) No DJ's or dancing allowed in the FLB, Sanctuary, or Gym.

8) If any sports equipment or skates are used in the gym, please return them to their proper places in the skate room.

9) FBC Newton is not responsible for personal articles left in the buildings.

10) When finished, all lights, air conditioners, heaters, etc. must be turned off. All doors must be locked.

In case of an emergency, please call:

Brian Rushing (Pastor): 601-616-9641

Randy Cuchens (Music Minister): 601-479-8121

Jonathan McDuffie (Youth Minister): 601-938-9303

First Baptist Church Sanctuary and Family Life Building Rental

Please return this completed form along with your security deposit and rental fee to our office before your event.

Name: _____ Date of Event: _____
Person/Church/Group

Address:

Name of Person Requesting Reservation:

Phone: _____

Email: _____

I am requesting to rent the: _____ Family Life Building _____ Sanctuary

to use for a

I have read the attached rules and regulations and will be responsible for keeping them. I also understand that my group will be responsible for any damage occurring to the building while in our use, and that all of part of my \$150 security may be held if cleaning or repairs is needed after my event.

Signed: _____ Date: _____