



POLICIES FOR THE USE OF THE FACILITIES OF FAITH BIBLE CHURCH



In order for everyone to have a pleasant experience in the use of the facility, the following guidelines are set forth and are expected to be observed.

- The church building is a smoke-free environment. No smoking is allowed in the building.
- No alcoholic beverages are allowed in the building or on the premises.
- All beverages served in the building must be clear liquids (ones that will not stain the carpet).
- Office supplies and equipment, including the copier, are not available for use.
- The kitchen is available for use; but please bring your own supplies (paper products, etc.).
- The building is not to be used for storage. Please take all your “stuff” with you when you leave. Do not assume that anything left here will be here later. We do not assume responsibility for anything left in the building.
- An adult must supervise minors at all times.
- If the sound system is needed, it is required that you hire one of our trained technicians. Please make arrangements with the church office.
- Any costs for the use of the facilities will be determined when the request is approved. **A \$50 non-refundable security deposit will be requested to secure a reservation.** This deposit will be returned after the event provided there is no damage to the facilities. Additional cost incurred for cleaning or repairing any damages that occur while using the facilities, will be billed to the individual securing the reservations.

We ask that you please leave the building in the condition that you found it. This includes making sure that the following are attended to:

1. Everything taken from storage (tables, chairs, etc.) must be returned to the same storage area in a neat and organized manner.
2. Bathrooms are cleaned.
3. Mop (if necessary), sweep and vacuum the floors in all rooms used.
4. Empty the trash from all the wastebaskets into the dumpster and replace the bags in the wastebaskets with clean ones.
5. Upon leaving, please be sure that all lights have been turned off, thermostats adjusted to 60 degrees in winter and 80 degrees in summer, and doors are locked and closed tightly.

For any questions or problems with the facilities, please call the Church Office (248-426-0096) or Mike Adams (313-534-3017).



REQUEST FOR USE OF THE FACILITIES OF FAITH BIBLE CHURCH



***Please submit your request at least 30 days before your event.
All requests for use of the facilities are subject to approval.***

Name of Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone # Home: _____ Cell: _____ Email: _____

Name of organization (if applicable): _____

Date(s) requested: _____ Number of people expected: _____

Start Time: _____ End Time: _____

Describe proposed use: _____

Will a fee be charged to attendees of this event? _____ If so, how much? _____

Check rooms requested to be used: Worship Center Fireside Room Kitchen Classroom 1
 Classroom 2 Infant Nursery Toddler Nursery

List any church equipment needed: _____

Please read the following statement and sign below: *I have read the policies for use of the facilities of Faith Bible Church on the reverse side of this form and agree to abide by these policies.*

Signed: _____ Date: _____

Return this form to the church office or mail to: Faith Bible Church, 23414 Orchard Lake, Farmington Hills, MI 48336. If required, please attach a copy of your *CERTIFICATE OF INSURANCE* naming FBC as an insured party for the dates of your event.

For office use only:

Approved by _____ Donation _____

Not Approved by _____ Date _____

Contract Period From _____ To _____

One Time Event _____