

FBC Littlefield MAC Reservation Form

Administration

All programs and activities utilizing the MAC will be under the supervision of appropriate staff or designated volunteers.

General Guidelines

- All participants will dress, talk, and behave in a manner that brings glory and honor to Jesus Christ.
- FBC does not assume responsibility for any lost or stolen items.
- Items should not be attached to the walls or carpet.
- Music with non-Christian lyrics or ideas expressed is not allowed.
- One adult member of FBC must assume responsibility for the building in each activity.

Facility Use and Activities

- The kitchen will be locked and unlocked and used only with the express approval of designated staff or volunteers.
- The kitchen is to be left clean with everything in proper order.
- Dirty linen should be left in the appropriate container for laundry pickup.

Parlor Use

The parlor is under the administrative supervision of the church office.

Gymnasium / Fellowship Area

Proper shoes and attire are required at all times. This includes (but not limited to) disallowing shoes with black, brown, or non-rubber soled shoes during gym activity.

Sound Area

1. The sound system is to operated only by the multimedia personnel or by the Minister to Worship.
2. Arrangement for use of the sound system must be made at the church office when the MAC is reserved.

Reservation and Use of the Facility

- A. Reservations are handled through the church office. It is subject to the approval of the Pastor, appropriate staff, or Property committee. A reservation form must be filled out completely to secure any area. The reservation cannot be made more than six months in advance or less than one week in advance.
- B. The building is not reserved until it is on the church calendar and appropriate deposits are made.
- C. It is the responsibility of the reserving group representative to recheck the date, time, and other arrangements. Any cancellations should be made at least a week in advance and may require forfeiture of deposit.
- D. The facility is only reserved for the allotted time.
- E. All groups are expected to clean up or a fee will be collected. Cleanup should be done the same day as the facility's use.
- F. The facility will not be reserved by outside groups on Sunday or Wednesday evenings.

Fees and Deposits

Initial Deposit	\$75.00 (returned upon inspection)	Hostess	\$50.00/each
Gym Floor	\$150.00	Kitchen	\$125.00
Parlor	\$125.00	Custodian	\$75.00
		Audio/Visual	\$75.00/each

first baptist littlefield

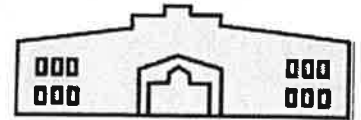
Ministry and Activity Center Reservation Form

The use of the facility and equipment will be at the risk of the participant. FBC Littlefield does not make any guarantee of the premises, the equipment, the machinery, fixtures, or furnishings.

Please return the following along with the deposit to First Baptist Church Littlefield – 400 East 6th St. – Littlefield, TX



First Baptist Church Littlefield
 400 East 6th St.
 Littlefield, TX 79339
 Phone: 806-385-4414
 fax: 806-385-4034



Name of individual/organization: _____

FBC Littlefield Church member?:
 Yes No

Contact Person: _____

Occasion: _____

Date of Event: _____

Time: _____

Address (City, State, Zip): _____

Home Phone: _____

Daytime Phone: _____

Please Check all needed spaces for your event:

	<u>Non-Member Rate</u>	<u>Member Rate</u>
<input type="checkbox"/> Kitchen	\$125.00	\$0
<input type="checkbox"/> Parlor	\$125.00	\$0
<input type="checkbox"/> Gym Floor	\$150.00	\$0
<input type="checkbox"/> Audio / Visual	\$75.00/each	\$75.00/each
<input type="checkbox"/> Custodian / Deposit	\$75.00	\$75.00
<input type="checkbox"/> Hostess	\$50.00/each	\$50.00/each

Total Amount Due (including deposit): \$ _____

Amount Paid: \$ _____

Balance (due at the time of use): \$ _____

Check #: _____

For Office Use Only:

B.P.: _____ D.R.: _____ B.C.: _____ VIC: _____

NOTICE: The MAC is not secured until deposit is made and reservation form is submitted.

Please Sign: _____ Date: _____