



**FACILITY USE CHECK LIST**  
**Chester's First Baptist of Chester**  
719 State Street \* Chester, IL 62233  
www.chesterFBC.org (618) 826.3918

- Complete and submit “Chester’s First Baptist Church Facility Reservation Request and Agreement.”
- Complete and submit “First Baptist Church of Chester USAGE and HOLD HARMLESS AGREEMENT.”
- Submit Certificate of Insurance no later than seven (7) days prior to requested usage date.
- Retain for your records “Chester’s First Baptist Church Facility Use Policy.”
- Retain for your records the written approval granting permission to use the facility.
- Pay all required fees: (Check made payable to “CFBC”)
  - Sanctuary \$200
  - Refundable Security Deposit \$100
  - Fellowship Hall \$100
  - Events on Saturday after 3 PM \$15
  - Sound System/Team Member \$75
  - Pastor’s Honorarium (Dr. Michael D. Fogerson) \$200
  - Fees must be paid-in-full at time of application submission.

REFUNDS WILL ONLY BE GIVEN IF CANCELLATIONS ARE MADE 30 DAYS PRIOR TO EVENT DATE.