



## Chester's First Baptist Church Facility Reservation Request and Agreement

Name of person or organization requesting use of facilities: \_\_\_\_\_

Please state whether you are a:

Church Member     Church-Sponsored Ministry     Non-Member Group/Organization

Contact Information:

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ . \_\_\_\_\_    Email: \_\_\_\_\_

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the organizations's website, if any: \_\_\_\_\_.

Please list the names of the organization's office-holders and leaders:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Regardless of type of user, please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities. (eg., Sanctuary, fellowship hall, parking lot, etc.,.)

\_\_\_\_\_  
\_\_\_\_\_

What date(s) and time(s) are you requesting to use the facilities: \_\_\_\_\_

\_\_\_\_\_

If you are requesting use of the church's facility for a wedding and/or wedding reception, please list the names and contact information of the bride and groom:

Bride:

Groom:

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Please list the name, contact information, and religious affiliation of the person officiating the wedding:

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Please describe the marriage preparation counseling or training undertaken by the bride and groom:

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I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$100, a certificate of insurance (FBC listed as an additional insured) for at least \$1,000,000 of coverage, and any other fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.
8. I understand that I must submit a completed "Usage and Hold Harmless Agreement" for my/our request to use church facilities.
9. I have received and read "Chester's First Baptist Church Facility Use Policy" and agree to honor the church's facility use policy.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor or Chairman of Deacon Body

Distribution: Pastor, Chairman of Deacon Body, Office (keeps original on file), Requestor

# First Baptist Church of Chester USAGE and HOLD HARMLESS AGREEMENT

I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we have signed it.

I/We have executed First Baptist Church Usage and Hold Harmless Agreement this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
(RESPONSIBLE PARTY/ ORGANIZATION NAME)

BY:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

NOTARY SEAL