

THE FIRST BAPTIST CHURCH OF ALACHUA

Event use for church members or the immediate family of church members.

General Guidelines:

1. Smoking and intoxicants are not permitted in any form in any building. It is the obligation of the applicant to familiarize the event planners.
2. All moving of furniture is to be done by custodian or staff.
3. There shall be no placement of tape on painted or stained surfaces.
4. We ask that you use good taste in selecting music and entertainment. A limited but appropriate use of secular music and dancing is permitted. The church staff will review the music program and reserves the right to reject certain songs. Therefore, a list of music needs to be submitted to the staff. Remember your actions may be responsible for you and others not being able to use our facilities in the future.
5. Church facilities may not be used for commercial ventures (items for sale for personal financial benefit of seller).
6. If candles are used, they must be drip-less and must be in candelabras which will catch and contain all drippings; and the floor must be thoroughly protected.
7. Use of the church's audio/visual equipment must be coordinated with our Minister of Worship sixty days prior to the date of the event.
8. The family is to be issued a key and security code by the Church during the week of the event.
9. The person who is issued the key is responsible for turning the lights off and locking all doors and returning the key to the church office.
10. Damages should be reported to the Church office promptly.
11. If further information or assistance is desired, please call the Church office at 386-462-1337.

Wedding Specific Guidelines:

1. Any wedding must be officiated by a staff member of First Baptist of Alachua, or an ordained minister approved by our Pastor. If a visiting minister is officiating at the service, the service must be coordinated with the Pastor of The First Baptist Church.
2. A room is available at the church for the bride and her attendants to dress preceding and following the wedding.
3. The church does not supply a musician. If planning to use one of our musicians, you will need to contact them to play for your wedding 60 days prior to the date of the event and an honorarium is customarily given to this person.
4. No rice or seed shall be thrown in the **SANCTUARY** or any part of any building.

REQUIRED FEES FOR USE OF FACILITIES

Unless otherwise specified, the fee is the responsibility of the person making the request.

Sanctuary--Clean-up and utilities for day of event. Fee includes rehearsal and audio/video engineer	\$275
Gym only -- Clean-up and utilities for day of event. Fee includes set-up previous day	\$200
Gym and kitchen/other meeting room. Fee includes clean-up and utilities for the day of the event and for set-up the previous day)	\$250
Family Ministry Center Foyer	\$ 75
Each additional day for use of facility	\$ 75
Remove/replace electronic equipment/furniture from pulpit area	\$100

ALL FEES ARE TO BE PAID TO THE CHURCH OFFICE, during the regular office hours (9am-3pm), TEN DAYS prior to the event.

Date church facilities are to be used _____

Facilities to be used _____ Sanctuary Time _____
 _____ Gym / Kitchen Time _____

Officiating _____

In applying for this service at the FIRST BAPTIST CHURCH, I agree with the above policies and regulations and will cooperate completely with their enforcement.

Signed _____ Date _____

Phone number:

Work _____

Home _____

Cell _____

Please keep first page for your reference and return this page to the church office.