

**Application for Use of
Bowling Green Baptist Church Facilities**

Complete form below and return to church office. You may deliver in person; mail to church at PO Box 543, Bowling Green VA 22427; or e-mail to bqbc@verizon.net. Call the church office at 804-633-6803 if you have questions.

Date of Application: _____

Name: _____

Address: _____

Home Phone: _____ Alternate Phone: _____

Please check the room(s) you wish to use: Sanctuary Family Ministry Center Kitchen Basement

Other: _____

Purpose: Church Use Personal Use

Describe use:

Date Requested: _____ Time Requested: From _____ To _____

For Weddings: BGBC Pastor? Yes No (check one)
Own Pastor? Yes No (check one)

If using own pastor, give name: _____

Pastor Phone: _____

Are you a member of Bowling Green Baptist Church? (check one) Yes No

Members: \$25 maintenance fee to cover cost of actual expenses when requested for personal use (Fee must accompany application.)

Non-Members: \$200 Sanctuary (Cost to use other church rooms will be determined on an as needed basis.)
\$100 Family Ministry Center
Deposit of \$100 must accompany application. Make check payable to Bowling Green Baptist Church.

Person responsible for church building
(unlock/lock, heating/cooling, etc.):
(Must be church member) _____

I have read "Guidelines for Use of Facilities" and agree to comply with the guidelines.

Signature: _____ Date: _____

Church Office Action: Request Approved _____ (Date & Initials)
Request Denied _____ (Date & Initials)

Bowling Green Baptist Church Guidelines for Use of Facilities

Bowling Green Baptist Church (BGBC) has been blessed with excellent facilities. They must be utilized in such a manner as to promote the spiritual and moral growth of the church family and the surrounding community. We must do all we can to assure that all of it is used and maintained in ways that will glorify Him.

1. All requests for use of the facilities of BGBC must be made through the church office. Requests must be submitted at least five (5) days in advance of the desired date.
2. Acceptable activities should be those that have the purpose of providing something of spiritual and moral value to the church and/or the community. Such activities shall not conflict with our church's ethics or beliefs.
3. Prohibited activities include:
 - "for profit" events or by profit-oriented organizations for such purposes
 - use or possession of alcoholic beverages, tobacco products, and/or illegal substances
 - food or drink in any of the church facilities other than the Family Ministry Center
 - bands or dancing
4. The Sanctuary is reserved for the sole purpose of religious activities. No secular activities will take place in the Sanctuary.
5. The Pastor shall preside at all weddings and funerals in the church as he deems acceptable. Another pastor may assist the Pastor when desired. Another pastor may officiate over the entire event, but prior approval must be granted. Use of the piano, organ, and other instruments must be coordinated with the music department.
6. Members will pay a \$25 maintenance fee (which must accompany application) when church facilities are requested for personal use and may want to make own arrangements with church custodian. (There is no fee charged to any member for use of facilities for church activities.) Non-members are subject to a use and maintenance fee of \$200 for use of the Sanctuary and \$100 for the Family Ministry Center. A \$100 deposit is required from non-members to secure date.
7. Person(s) requesting the use of the facilities is responsible for the orderly conduct of those attending the activities and must assure that the facilities are not abused. The facilities must be left in the condition they were found.
8. When a **member** uses church facilities, that member is responsible for being sure area is cleaned before and after use, that room(s) is properly set up for the event and returned to its previous setup, that building is unlocked and locked, that temperature of rooms is properly set before and after use, and that lights are turned off before leaving building.
9. When a **non-member** uses church facilities, the Facilities Use Coordinator or designated person will ensure cleanliness of facilities used, that room(s) are properly set up and returned to previous setup, that building is unlocked and relocked, that temperature of rooms is set beforehand and then reset, and that all lights are turned off before leaving building. The Coordinator or designated person will be available at all times to answer any questions that a non-member may have concerning use of the facility.
10. Kitchen facilities must be cleaned after use, with all utensils and equipment stored properly. All trash must be bagged and taken to the trash container at the rear of the church by the back step. A member of the Hospitality and Kitchen Committee may want to be present.