



# FIRSTBAPTISTCHURCH

At the heart of Kingman with the KING at heart.

200 E C Ave  
Kingman, KS 67068  
620.532.3797  
kfbc2@yahoo.com

## Building Use Request Form

*Please allow 5-7 Days before Building Use Request Form is processed and a decision made. More Information May be Requested for Decision. A Request Does Not Guarantee Building Use will be Granted. Please read the policies and procedures below before filling out a request.*

1. Special permission by the chairman or representative of the Trustee Board is required for all non-church sponsored activities utilizing church facilities.

### 2. Rental Fees: **Non-Member**

Auditorium and upstairs rooms only ..... \$50.00

Kitchen, dining room and/or downstairs rooms .... \$100.00

Auditorium plus kitchen and/or downstairs rooms ... \$150.00

### **Members**

Will not incur a rental fee as long as the facility is cleaned to the custodians standards. Otherwise a charge of ½ the Non-Member fee will be imposed.

(Any rental fees will be split 50/50 between the church and the custodian.)

3. There will be no charge for the use of the baptistry.
4. There will be no charge for the use of the building for church or church related organizations.
5. There at no time will be any alcoholic beverages allowed in the building or on the premises. There will be no smoking, dancing, or pets allowed in the building (except guide dogs, or seizure assistance/response dogs).
6. At weddings, no rice or wheat will be used inside the building.
7. There will be no formal weddings after 6:00 PM on Saturdays unless otherwise authorized.

8. Whenever possible Sunday lunch/dinners [meals] should not be prepared in the church building during morning services.

In the event any situation arises which is not covered by these guidelines or special circumstances exist, the chairman of the board of trustees and the minister, jointly, will make a decision concerning the use of the building, based upon these guidelines.

Name (*Please Print*): \_\_\_\_\_ Date: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

FBC Member: \_\_\_\_\_ Have You Requested Building Previously: \_\_\_\_\_

Date of Requested Use: \_\_\_\_\_

Occasion for Requested Use: \_\_\_\_\_

Areas of Building Requested for Use: \_\_\_\_\_

*Information Provided is Accurate and I Have Read, Understood, and Agree to The Terms:*

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

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**For Office Use Only**

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Chair of Trustees: \_\_\_\_\_ Approved: \_\_\_ Not Approved: \_\_\_

Sec. of Trustees: \_\_\_\_\_ Approved: \_\_\_ Not Approved: \_\_\_

Comments: \_\_\_\_\_

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