

**APPLICATION FOR USE OF THE SANCTUARY
FIRST BAPTIST CHURCH, ONEONTA, ALABAMA**

1. Members of the group using the Sanctuary are expected to conduct themselves at all times in a manner befitting the place of a church. It is the responsibility of the person requesting use of the Sanctuary to familiarize the others with the policies of the church.
2. Events are not scheduled on Sundays and Wednesdays, during worship services, nor will they be scheduled on the following weekends because of the church activities which preclude these events: Christmas, Easter, Vacation Bible School Week, Revivals, and Musical Concerts. To ensure that our maintenance personnel are able to spend time with their families, we do not schedule events on holidays or holiday weekends.
3. Events are not scheduled earlier than 10:00 a.m. nor later than 7:00 p.m. We suggest Saturday events be held no later than 6:00 p.m.
4. Persons who are not members of First Baptist Oneonta may make reservations no more than 60 days prior to the event as church members will have preference prior to 60 days.
5. Breakage of and/or damage to any church equipment/facilities must be reimbursed at replacement value by the person in charge of the activity.
6. The church is not responsible for lost or stolen articles or equipment.
7. Because of the sophisticated nature of the sound system at First Baptist Church, you are required to use our sound technicians for an event. The Pastor's Secretary will schedule someone to work with you. The technician's fee is \$50.00. This fee is to be paid directly to the technician on the night of the event.
8. No smoking, alcoholic beverages or food and drink are permitted in First Baptist buildings or on the property.
9. Sanctuary and maintenance fees are \$250.00.
10. After reading the "Application for Use Of The Sanctuary Policy" complete, sign and return to the Pastor's Secretary along with a \$250.00 deposit. Once your request has been approved the appointed date shall be considered confirmed. The deposit will be applied to the total cost. In the event that the application is denied the \$250.00 will be refunded.
11. After the event, the custodian will inspect the buildings and grounds. If repairs or extra clean up are required as a result of the event, the custodian will contact the Building, Maintenance, Landscape Committee Chairman and he, or a person of his selection, will further inspect and make recommendations about the return of deposited monies.

Date the Sanctuary is reserved for _____.

Type/Description of activity _____.

Person in charge of activity _____.

Phone number _____.

Date deposit paid _____ Amount due _____.

FOR CHURCH USE ONLY:

Date confirmed _____

Confirmed by _____

Adopted July 26, 2009