

First Baptist Church of Towanda, KS

Pastor David Gibbs. 529 N 11th St. 316-541-2382. www.fbtowanda.com

Application for use of the Samuel Center

The Samuel Center, including the kitchen, is available for use by ministries, church members and non-member groups. Use of the facility requires, (1) an event sponsor who is an active member of the church, (2) a \$50 utility fee, (3) a signed application form and (4) scheduling through the church office prior to the event.

**Name of
member/sponsor**

Date/Time of the Event

Event

The Samuel Center policies and guidelines are given as a model of good stewardship and to ensure the facilities are treated with respect.

Samuel Center Use Policies:

- All non-church events will need an active member of the Church to act as the event Sponsor. The Sponsor is responsible for...
 1. Completing the Samuel Center use application
 2. Scheduling the event through the church office prior to the event
 3. Ensuring that the policies are understood by those using the building
 4. Ensuring that the \$50 utility fee is paid to the church
 5. Making arrangements to unlock/lock the facility before/after the event
 6. Being on-site during the event
 7. Ensuring the building is properly cleaned (A Facility Clean-Up list will be available in the kitchen to assist in clean up)
- A \$50 utility fee will be paid to the church to cover utility expenses for the event.
- All non-church activities/events will need to be finished and the building cleaned by **8pm on Saturday or 10 pm on all other days**
- The **Facility Clean Up List** is to be used to assure that everything is clean and in order before leaving the building and locking the doors
- Those groups using the Samuel Center shall be restricted to that area of the building unless permission has been secured for the use of other areas.

- Children need to be properly supervised. They should not be left unattended, either to roam inside or outside of the building.
- Groups using the facility will be responsible for the set-up and breakdown of the tables, chairs and other equipment, ensuring that all items are returned to the storage location.
- Groups must provide their own event supplies. Church paper products are for use in Church ministries
- Groups must provide their own food. Any food in the kitchen has been purchased for specific purposes
- Smoking, alcoholic beverages, illegal drugs or disorderly conduct are not allowed on Church Property.
- No pets or animals are allowed in the facility, except for service animals.
- You may not affix anything to the walls or ceilings using nail, staple, screw, tape, glue or any other means that will leave a permanent mark
- Repair costs from any damages will be the responsibility of the event sponsor.
- The sale of products and/or provision of services for a fee on-site is prohibited, unless permission has been granted.
- The use of roller skates, roller blades, skateboards, or bicycles is prohibited on church property (except when being used for transportation to and from the church)
- Any broken equipment or damage to the facility should be reported to the event sponsor as soon as possible
- The members of the First Baptist Church of Towanda are not responsible for any injury, harm or other damages to any person in attendance or any property during the scheduled event.

As an active member of this church, by signing below, I agree to sponsor the following event and to see that the church building policies are followed.

Signature of Sponsor:

Date:

**Non-compliance with these policies may
prevent the future use of this facility by your group!**