

CALENDAR REQUEST & FACILITIES RENTAL AGREEMENT

Foxworthy Baptist Church

1774 Foxworthy Avenue, San Jose, CA 95124 * 408-269-1212



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FOXWORTHY BAPTIST CHURCH makes its buildings available on a limited basis to outside organizations desiring a meeting place. Those requesting space shall agree to abide by all policies of Foxworthy Baptist Church stated in this agreement.

1. There shall be no alcohol, smoking, dancing or any other activity that is not in accordance with the message of Foxworthy Baptist Church.
2. Church activities take precedence over outside groups or personal use in regard to calendar and space.
3. Fees associated with use of the facility shall be paid 30 days prior to the event.
4. You are responsible for the set-up of the room for your event. Any room used by a group shall be returned to the condition in which it was found (including vacuuming) following the event. All chairs and tables shall be returned to the proper place; pictures removed from walls shall be replaced; dishes and utensils used in the kitchen shall be washed and returned to their correct place.
5. Events must end by 9:00pm, except for Saturday events, which must end by 6:00pm.
6. Children must be supervised at all times.
7. In case of emergency, notify Pastor Don Fugate, 408-455-2948 or FBC custodian, Duane Christofferson, 408-832-6947.

FBC Member's Personal Use/Outside Group Request: [] Yes

FBC Church Members requesting to use the facilities for personal, private or "outside groups" are subject to the FBC Facilities Rental Agreement, under which the rooms are rented and the custodian is hired. These events are handled individually by the Church Staff and coordinated with the person responsible for making the request. This responsible person, an FBC member, must be on campus as the church's representative. [On occasion, fees may be waived for church members with adequate setup and cleanup agreements.]

FEES:

Use of Auditorium	\$400.00 (4 hour usage) (includes Sound Tech and Custodian)
Use of Fellowship Hall	\$300.00 (4 hour usage) (includes Custodian)
Use of Room 1101	\$300.00 (4 hour usage) (includes Custodian)
Class Room fees:	\$50.00 per room (4 hour usage) + \$50 Custodian Fee
5 Class Rooms or more	\$35.00 per room (4 hour usage) + \$100 Custodian Fee

Date of Event: _____ Hours of Event: _____ to _____

Name of Event: _____ Number of People attending: _____

Set-up Day/time: _____ / _____

*Rooms needed: Rm# _____ Rm# _____ Rm# _____
 Rm# _____ Rm# _____ Rm# _____
 Rm# _____ Rm# _____ Rm# _____

**Room assignments to be approved by Church Staff, after coordinating with the Church Calendar.*

I (we) agree to abide by the policies stated in the application.

Print Name of Person Responsible: _____ Phone _____

Address of Person Responsible: _____

Signed _____ Today's Date: _____

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Total Rental Fees Due: \$ _____ Keys Loaned: _____

Deposit (1/2 fees) Paid: \$ _____ Date: _____

Balance Paid: \$ _____ Date: _____

[] Calendar Approval [] Fees paid [] Personnel contacted & calendared (custodian, sound tech, etc)

[] Approved by: _____ [] Approval sent to requester