



making · maturing · multiplying
First Baptist
 OWENSBORO

MINISTRY / FBC MEMBER CONTRACT FORM
 for the use of
THE CHRISTIAN LIFE CENTER
 First Baptist Church of Owensboro, Inc.
 P.O. Box 904 * 230 J.R. Miller Boulevard
 Owensboro, Kentucky
 Phone (270) 683-3505 * Fax (270) 683-8067

Date Requested (Day and Date) _____ Time Requested _____

FBC Ministry/Department _____

Name _____ Telephone _____

Address _____

City _____ State _____ Zip _____

Circle Areas Desired:

Aerobics Room | Game/Tot Room | Gym | Parlor | Racquet/Walleyball | Snack Area

If a **CLASSROOM** is desired, please list room number(s): _____

Special Equipment or setup requests: _____

CLC Reservations

1. FBC members and ministries may request to reserve specific areas of the CLC through the CLC Office. All reservations will be coordinated with the existing church schedule.
2. Requests for reservations by FBC (completed and signed contract form) must be submitted for evaluation and approval by the Director of Recreation.
3. Individual reservation must be made at least two weeks in advance. Any reservation after the two weeks advance approval date will be considered BUT subject to scheduling priorities. Ministry requests will be accommodated immediately.
4. Reservations made during regular operating hours do not guarantee exclusive use of the CLC.
5. In the event of a reservation cancellation, please inform the CLC Office as soon as possible.
6. All programs or usage of the CLC requires the presence of a FBC/CLC staff member.
7. It is required that all in attendance sign in at the CLC office upon arrival.
8. The group or ministry is responsible for seeing that the area of the CLC that was used is clean and trash emptied before they leave.
9. All groups must have adequate supervision. Each group must have a ratio of one adult (age 18 or older) to every ten youth / children.
10. Each group will be held responsible for any damage to the building or equipment while being used by the group.
11. All groups will be subject to all CLC policies and procedures, specifically taking note of the guidelines outlined for the area they use.

12. Requests for specific equipment must be made in advance (denoted on the submitted contract form).

13. The usage fees for reservations are as follows:

a. During CLC Hours - No charge

(Please take note of above mentioned item #4 in this section.)

b. Outside CLC Hours - \$20 / hour

Note: Groups must comply with area regulations for the specific areas as well as entire CLC policies and procedures.

I have read the policies and regulations, and agree to abide by all stated policies.

Signed _____

Date _____ Phone _____

FOR OFFICE USE ONLY

OF HOURS RESERVED _____ TOTAL AMOUNT DUE \$ _____ BALANCE DUE \$ _____

DEPOSIT PAID AMOUNT \$ _____ CASH (Give receipt)

CREDIT CARD (Card Type/Approval Code) _____

CHECK (Bank Name/Check #) _____

BALANCE DUE PAID AMOUNT \$ _____ CASH (Give receipt)

CREDIT CARD (Card Type/Approval Code) _____

CHECK (Bank Name/Check #) _____

GROUP: CERT. OF INS. ON FILE? YES NO **INDIVIDUAL:** LIABILITY WAIVER COMPLETED? YES NO

PROCESSED BY CLC STAFF MEMBER _____ DATE _____