

MINISTRY / FBC MEMBER CONTRACT FORM

for the use of

THE REC

**First Baptist Church of Owensboro, Inc.
P.O. Box 904 * 230 J.R. Miller Boulevard
Owensboro, Kentucky
Phone (270) 683-3505**

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 | Racquetball | Snack Area

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

Special Equipment or setup requests: _____

REC Reservations

1. FBC members and ministries may request to reserve specific areas of The REC through The REC 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 Minister of Community Engagement and Activities.
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 REC.
5. In the event of a reservation cancellation, please inform The REC Office as soon as possible.
6. All programs or usage of The REC requires the presence of a FBC/REC staff member.
7. It is required that all in attendance sign in at The REC office upon arrival.
8. The group or ministry is responsible for seeing that the area of The REC 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 REC policies and procedures, specifically taking note of the guidelines outlined for the area they use.
12. All programs or usage of The REC requires the presence of a FBC staff member.
13. A copy of the organization's Certificate of Insurance is required by FBC. This document will be required before confirmation of reservation.
14. Requests for specific equipment must be made in advance (denoted on the submitted contract form).
15. The usage fees for reservations are as follows:
 - a. During REC Hours - No charge; Over 30 people, \$20 / hour
(Please take note of above mentioned item #4 in this section.)
 - b. Outside REC Hours - \$30 / hour , over 30 people, \$50 / hour

Note: Groups must comply with area regulations for the specific areas as well as entire REC 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 _____