



**Non-FBC Member/Group 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** _____

Organization/Individual Name _____

Address _____

City _____ **State** _____ **Zip** _____

Telephone _____ **Fax** _____

Person Responsible _____ **Telephone** _____

Circle the Area Desired (FBC Staff has the right to limit areas of use depending on the nature of the event.)

Aerobics Room | Game/Tot Room | Gym | Parlor | Racquetball | Snack Area/Kitchen | Nerf War

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

Special Equipment request: _____

REC Reservation Policies

1. The use of The REC facilities and all its equipment will be at the risk of the participant.
2. First Baptist Church does not assume liability or responsibility for the health of or any injury to the user of the facility.
3. Reservation must be made at least two weeks in advance with half of the rental cost. You can pay online through the link given via email. Event scheduling can only be finalized on the calendar with the deposit and signed contract. Any accepted reservation less than two weeks in advance must be paid in full including the deposit, with the completed contract. No refunds will be given for cancelation if within one week from scheduled event. Any remaining overage of payment will be refunded to you by mail after your event.
4. Reservations made during regular REC operating hours do not guarantee exclusive use of The REC.
5. All programs or usage of The REC requires the presence of a FBC staff member.
6. A copy of the organization's Certificate of Insurance is required by FBC. This document will be required before confirmation of reservation.
7. The group or organization is responsible for seeing that the area of The REC that was used is clean and trash emptied before they leave.

8. All groups must have adequate supervision. **Each group must have a ratio of one adult (age 18 or older) to every ten youth / children.**
9. Each group will be held responsible for any damage to the building or equipment while being used by the group.
10. All groups will be subject to all REC policies and procedures, specifically taking note of the guidelines outlined for the area they use. If you would like a copy of these policies, please contact The REC staff.
11. All reservations will have a two (2) hour maximum time limit unless otherwise stated by the REC staff at the applicable rate payable to First Baptist Church.
12. Requests for specific equipment must be made in advance (denoted on the submitted contract form).
13. These items are not allowed in The REC: tobacco in any form, anything considered a weapon, any alcoholic beverage, controlled substances, or anything that would detract from a safe, Christian atmosphere.
14. The REC is used to glorify God and influence people for Jesus Christ. The programs and activities of The REC are a ministry of First Baptist Church to the body of Christ and others in our community. Participants should exhibit the character and values of Jesus Christ. Therefore, our speech, dress, and conduct should be an encouragement to those around us and never a hindrance or stumbling block.
15. Public display of affection is not acceptable behavior in The REC.
16. The wage fees for reservations are as follows:
 - a) During The REC Hours: \$60/hour, over 30 people \$80/hour
 - b) Outside The REC Hours: \$80/hour, over 30 people, \$100/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, accept the responsibilities stated, 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 REC STAFF MEMBER _____ DATE _____