

FIRST BIBLE BAPTIST CHURCH
235 Crusaders Court, Stanardsville, Virginia

Building Use Agreement: the Dream Center

Thank you for your interest in using the Dream Center, a ministry of First Bible Baptist Church!

Please fill out the following form to initiate your request. When your requested date has been confirmed and approved, we will notify you via email. *Your date is NOT confirmed until you receive a confirmation email from First Bible.*

Building Use Guidelines

1. Our facilities are available for approved events that align & agree with our beliefs and values as described at FirstBibleGreene.com/what-we-believe.
2. Alcoholic beverages & tobacco products are not permitted on church grounds. Thank you!
3. Events are limited to 2 hours. Special approval is needed for longer events.
4. The maximum room occupancy is 25.
5. The party hosting the event is responsible for cleaning up afterwards. All rooms must be left in the same condition that they were found. This includes:
 - sweeping the floor (broom is provided)
 - damp mopping the floor (mop is provided)
 - emptying the trash
 - taking all trash from your event with you when you leave.
6. The event organizer will be informed of any personal items of value left after the event. The organizer has 1 week to recover the item(s), after which they will be disposed of at the discretion of First Bible.
7. The event will be staffed by a Special Events Team Member from First Bible. If the event is cancelled for any reason, including weather emergencies, the event organizer agrees to **contact First Bible** as soon as possible @ staff@FirstBibleGreene.com. Other forms of communication (i.e., a text or phone call) are encouraged, if possible. This relieves our volunteer staff member from that time commitment. Thank you!

I understand the Building Use Guidelines and agree to abide by them:

_____ *Applicant (Responsible Party)*

_____ *Date*

Building Use Request for the Dream Center

Your Name (Person Responsible for the Event) -- _____

Address: _____

Cell Phone: _____ Email: _____

Date of Requested Event: _____

Beginning & Ending Times: _____

*Type of Event: _____

For a birthday party, name/age of child: _____

For a shower, names of bride & groom: _____

For a baby shower, names of parents: _____

For other events, any helpful information: _____

By signing below, I agree that First Bible Baptist Church will not be liable for any injury incurred by the use of the premises, nor will First Bible Baptist Church be responsible for any accident or injury to any guests or agents of the event.

Applicant (Responsible Party)

Date

First Bible Office Use

Event Request Approved? _____

Dream Center Room for this Event: _____

Date Applicant Emailed: _____

If Approved, Team Member who will be Staffing Event: _____