

First Baptist Church
Christian Life Center

Phone: (731) 642-1144

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RESERVATION REQUEST
For Outside Church Groups

Organization _____ Type of Function _____

Person Making Request _____ Phone _____

Address _____ City _____ Zip _____

Time Desired: Date: _____ Time: _____ to _____ Expected Number _____ Ages _____

Areas Desired: Gym _____ Game Room _____ Comments _____

Equipment Desired: Basketball _____ Volleyball Net _____ Table Games _____ Kickball _____

Game Room Equipment _____ Other _____

Sponsors of Group (1 adult per 10 children or youth with a minimum of 2 adults REQUIRED.)

Person in Charge: _____ Phone _____

List Sponsors: _____ Phone _____

_____ Phone _____

_____ Phone _____

- Lock-ins are held from 10:00 p.m. – 7:00 a.m., a total of 9 hours. A minimum number 25 people is required to reserve the CLC for a lock-in. During the Lock-in the schedule must have times of lull built in for the sake of our CLC staff. See Minister of Youth and Activities for additional details.
- The staffing fee will be a separate check made payable to the Volunteer in Charge present the night of the Lock-in.
- There is a maximum time limit of 3 hours for all events unless special approval is obtained

Rental Rates are as follows:

Events -	Facility: \$125.00
	Deposit: \$25.00
	Total Cost: \$150.00
Lock-ins -	Facility: \$100.00
	Staffing fee: \$25.00
	Deposit: \$25.00
	Total Cost: \$150.00

Official Use Only - Do Not Write Below This Line

Deposit must be paid before reservation is confirmed. Fees received _____. There will be no refund if cancellation is made less than 2 weeks before the date requested.

Confirmed by: _____ Date: _____

Please re-check the date, the time, and other arrangements, which have been confirmed. If there is any change whatsoever, or a cancellation, you are responsible to notify the Christian Life Center.

**FIRST BAPTIST CHURCH
CHRISTIAN LIFE CENTER
Reservation Policies Governing Outside Groups**

The Recreation facilities may be used by groups approved by FBC under the following arrangements:

1. All arrangements must be made through the Minister of Youth and Activities or through someone appointed by him. Times available for reservation will be determined by the Minister of Youth and Activities.
2. Reservations must be made in writing, designating the specific areas to be used, at least two weeks in advance.
3. Reservation for outside groups will not be confirmed until thirty (30) days prior to the date requested. Reservations are them only confirmed upon receipt of reservation deposit.
4. All rules pertaining to the general use of the facilities must be observed by visiting groups. Group Leaders will be given a copy of the policies and will be responsible for sharing them their group.

IMPORTANT RULES TO REMEMBER ARE:

1. Groups must come and leave as a Group. There will be no coming or going from the building except for special reasons with approval from the Volunteer-in-Charge.
2. Groups will be restricted to the use of the area they have reserved. Other areas will be "Off Limits."
3. Groups are responsible for providing an adequate number of Sponsor:
 - One (1) adult per five (5) children- under 3rd grade.
 - One (1) adult per ten (10) youth- 4th – 12th grade.
 - A Volunteer-in-Charge will be available for overall supervision.
4. Arrival time and departure time must be observed rigidly by the visiting group.
5. Group must designate Supervision in the areas reserved.
6. Tobacco of any kind is strictly forbidden in the CLC.
7. Food and drink will be allowed in the Snack Area only.
8. The visiting group will be responsible for the care of the Christian Life Center during your use. This includes cleaning up the building and putting it back into the shape it was when the Group arrived. A check-list will be given to the Group Leader, which will aid in the cleaning process.
9. The visiting Group will be held responsible for any damage occurring to the building or equipment while used by the group. Any extra custodial cost that may be required to clean properly is the responsibility of the group.
10. Disregard of policies or instructions will result in the immediate cancellation of the program.

The person responsible for the Group using the facilities has read the above stipulations and by signing his/her name accepts them and agrees to abide by them out fully.

Group Leader	Date	Minister of Youth and Activites	Date
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Please sign the sheet and fill out the Reservation Request Form and return it to Matt Lampley, Minister of Youth and Activities, First Baptist Church, 313 North Poplar Street, Paris, Tennessee 38242. For further information contact Matt Lampley at (731) 642-1144.