



Fellowship Bible Church Building Use Fees and Rates
(Weddings \ Special Events)

Non-Member Policy:

Fellowship Bible Church requires all non-members to be “sponsored” by an active member, in good standing, for any event requested. Once the event is approved through the Event Planning Form process, fees will be assessed based on availability and specific needs.

Please Note: Additional fees may be incurred based on additional rooms, hours, kitchen, and facility resources needed during the event.

Break down of facility use (for office use only)	
	Non-Member Fees
Facility Personnel	100.00
AV \ Sound Operator	100.00
Building use	200.00
Deposit (refundable)	100.00
Additional 1hr increment (after the initial 3hr)	<i>100.00</i>
Additional Room and Setup	<i>100.00</i>

Additional Information:

- The agreement includes the use of one room and approved setup.
- Checks made payable to Fellowship Bible Church
- Deposits are required upon approval of the event, prior to being placed on calendar
- Remaining funds are due one week prior to the event

Please Note:

- *Additional fees may be incurred based on additional rooms, hours, and facility resources needed.*
- *The above fees do not include an honorarium for pastoral staff, musicians (instrumental or vocalists), or other staff involved officiating or participating in wedding services.*

Fellowship Bible Church

Event Planning Form

Please fill out ***this form and the room schematic*** and return to Church receptionist

- Once form is submitted you will be notified of approval by office staff
- Forms must be submitted and approved 2 weeks prior to event start date
- Please allow at least one week for approval process to be completed
- All Saturday events must end by 4:00 p.m. to insure a clean facility for Sunday)

Description of Event: _____		Date of Event: _____	
Place of Event:	<input type="checkbox"/> On-Site	<input type="checkbox"/> Off Site Location _____	
Ministry Sponsor:	<input type="checkbox"/> Adult	<input type="checkbox"/> Children	<input type="checkbox"/> Student <input type="checkbox"/> Worship <input type="checkbox"/> Special Event
Setup:	Day: _____	Time: _____	Start: _____ End: _____
Event:	Day: _____	Time: _____	Start: _____ End: _____
Breakdown:	Day: _____	Time: _____	Start: _____ End: _____
Room#(s):	Number of persons expected at event: _____		
<i>(Rooms requested subject to change prior to final approval)</i>			
Overseeing Event Contact: _____		Phone: _____	
Email: _____		_____	
Church Member Sponsor: _____		Phone: _____	
Email: _____		_____	
Please Note: After EPF is submitted, all requested services will be verified to availability and you will be contacted to clarify/alter requests if necessary			
<input type="checkbox"/> N/A			
<input type="checkbox"/> Facility: (Additional costs may apply)		Please indicate # of items needed	
<input type="checkbox"/> Van (Additional Forms needed, see Church Office)	Approved Driver	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Round Tables _____ Qty.	<input type="checkbox"/> 8' Tables _____ Qty.	<input type="checkbox"/> 6' Tables _____ Qty.	
<input type="checkbox"/> Chairs _____ Qty.	<input type="checkbox"/> Table Cloths _____ Qty.		
(Please note this does not include table top or room decorations)			
<i>(Please indicate # of children expected in each area)</i>			
<input type="checkbox"/> N/A	<input type="checkbox"/> Child Care	<i>(Additional costs may apply)</i>	
Age Ranges	<input type="checkbox"/> Infant – 2yrs # _____	<input type="checkbox"/> 3yrs - K # _____	<input type="checkbox"/> 1 st – 6 th grade # _____
<input type="checkbox"/> N/A	<input type="checkbox"/> Social Media	Start Date: _____	End Date: _____
<input type="checkbox"/> Promotion:	<input type="checkbox"/> Electronic Media	Start Date: _____	End Date: _____
	<input type="checkbox"/> Printed Media	Start Date: _____	End Date: _____
	<input type="checkbox"/> Online Registration	Start Date: _____	End Date: _____
<input type="checkbox"/> N/A	<input type="checkbox"/> Video/Projector: What kind? (laptop, DVD, ppt, etc.) _____		
<input type="checkbox"/> AV Equipment	<input type="checkbox"/> Audio: Indicate Source (Live Singer, Band MP, CD, etc.) _____		
<input type="checkbox"/> Clear Stage			
<input type="checkbox"/> N/A	Please indicate items begin requested for event		
<input type="checkbox"/> Kitchen:	Drink: <input type="checkbox"/> Coffee	<input type="checkbox"/> Lemonade	<input type="checkbox"/> Tea <input type="checkbox"/> Water
	Plates/Cups: <input type="checkbox"/> Small Plates	<input type="checkbox"/> Large Plates	<input type="checkbox"/> 8oz Cups <input type="checkbox"/> 12oz Cups
	Utensils: <input type="checkbox"/> Forks	<input type="checkbox"/> Knives	<input type="checkbox"/> Spoons <input type="checkbox"/> Napkins
Party Signature: _____		Date: _____	

Facility Use Agreement

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:

Please list the organization's website, if any:

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith (as defined by Article III, Doctrines, of Fellowship's Constitution and Bylaws) or by persons or groups practicing or advocating beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
5. I understand that I will be responsible for any damages to the church equipment or facilities resulting from this proposed use of facilities. I further agree to report any malfunction of equipment or problem with the facility to the church office.
6. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Event Coordinator \ Representative of Special event or Activity – Sign and Date

Name

Date

Responsibilities of Member Sponsor

Special Events and Activities hosted at Fellowship Bible Church by Guests and members of the community are required to have Member Sponsorship:

A Member Sponsor is identified as any current active member, in good standing, who is currently participating in Fellowship Bible church activities.

It is the responsibility of the requesting party to identify and request a Member of Fellowship Bible Church to sponsor an event they are requesting to host at Fellowship Bible Church facilities, including, but not limited to 1720 Broadway, Pearland, TX 77581.

Once a Member Sponsor has accepted the request to sponsor an event, they are responsible for:

- Coordinating paper work and communication of event needs with staff personnel
- Communicating financial requirements to the guest event coordinators
- Collecting deposit requirements and delivering to the office on or before specified dates (including facility use agreement and Member Sponsor Responsibilities).
- Ensure full payments have been made prior to the start of the event
- Present during the entire special event or activity
- Communicate any needs or requests needed during the event to facility personnel
- Assist with communication and facilitation of any issues, concerns, or needs necessary post event
- Provide follow up communication for Staff

Member Sponsor in agreement to these guidelines - Sign and Date

Name

Date