

**FIRST BAPTIST CHURCH OF HAMILTON, OHIO  
CHURCH FACILITY USE REQUEST & AGREEMENT**

It is the policy of First Baptist Church to make its facilities available for use by nonprofit groups for the purposes of, or in a manner that is not inconsistent with, the mission of its ministry as outlines in the church's Statement of Faith entitled "What We Believe." Every request will be given consideration except in circumstances where a request is made to use the facilities on a profit basis. There is no fee of donation required to reserve use of the church facilities. In order for your request to be adequately considered, please provide the following information in full. *NOTE: The board of trustees must vote to approve or deny a building use request. The group meets the second Tuesday of each month and notifies applicants the next day.*

Name of party: \_\_\_\_\_

Website of group: \_\_\_\_\_

Specific person responsible: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Detail any relationship to this church: \_\_\_\_\_

Specific purpose of use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Facilities needed (gym, classrooms, kitchen, etc.): \_\_\_\_\_

\_\_\_\_\_

Equipment desired: \_\_\_\_\_

Will you be serving food and beverages? \_\_\_\_\_ Number of persons attending: \_\_\_\_\_

Date(s) desired: \_\_\_\_\_

Time of access and time of departure: \_\_\_\_\_

Are you a First Baptist keyholder? \_\_\_\_\_ (If not, someone will lock/unlock for your event)

**Return form to church office at 1501 Pyramid Hill Blvd. or email it to [info@firstbaptisthamilton.org](mailto:info@firstbaptisthamilton.org).  
Availability will depend on what is already scheduled, church activities, and government or church policies regarding pandemic health safety measures.**

## FACILITY USE RULES AND AGREEMENT AFFIRMATIONS

1. The responsible person identified on Page 1 of this form shall ensure the direct supervision of all event participants, including guests and children present on church property before, during and after the event.
2. All guests are expected to conduct themselves in a respectful manner and shall not misuse the facilities of equipment. Everyone is reminded that this is a place of Christian worship, study and fellowship and must be treated with care and respect.
3. Access to and use of the facilities, including equipment, is limited to the areas and equipment described on Page 1 of this form and approved by the Board of Trustees, together with the restrooms nearest the described area. Setup of tables, chairs and other items are the responsibility of the group using the facilities. Tables, chairs and other items must be returned to the position in which they were found unless instructed otherwise by church staff. Full cleanup is the responsibility of the group using the facilities.
4. There shall be no running or riding on toys such as bicycles and scooters in the hallways.
5. There shall be no smoking on the premises.
6. There shall be no alcohol on the premises.
7. Climbing on, in or around table and chair racks, on and around risers, or on and around portable basketball goals in the gym is prohibited.
8. First Baptist Church of Hamilton shall in no way be responsible for injuries or accidents resulting from participation in any events, including sports, at the church. Such injuries and accidents are the sole responsibility of the individual participant, First Baptist Church of Hamilton shall not be held responsible for medical or other expenses resulting from such injury or accident. Further, the church shall not be responsible for articles which may be lost, misplaced or stolen during any event.
9. The church cannot guarantee that the driveway, parking lots or walkways will be passable or safe. Approval previously granted for an event at the church is automatically revoked if Hamilton City Schools do not open the day of an event because of inclement weather. The facilities cannot be used that day or evening.
10. First Baptist Church does not permit open or unconditional use of its facilities or grounds (referred to as facilities) nor are they generally available for public use. Use of facilities other than the sanctuary is determined on a case-by-case basis by application. Use of the sanctuary is not permitted without the approval of the Senior Pastor in conjunction with the church's Board of Trustees and Board of Deacons. FBC does not permit any part of its facilities to be used in any manner that is inconsistent with or contradicts its Statement of Faith, or by persons, groups or organizations that advocate, support or otherwise promote causes or beliefs contrary to that Statement of Faith. By your application, you affirm that the requesting group conforms with the conditions referenced throughout this application to the best of your knowledge, and discovery of any information to the contrary will result in denial of the request and/or immediate withdrawal of consent to use the facilities. You will be provided with a copy of the FBC Statement of Faith and submitting your application acknowledges that you have read and understand its term.
11. Although no fee or donation is required to use the facilities, utilities and other potential costs incurred by the church will be a factor in considering a request. A charge may be assessed for cleanup of, or damages to, church property.
12. Any violation of these rules or other reasonable conditions are sufficient grounds to request that you, the group you represent, guests and children leave the premises.

Your signature below acknowledges that you and the group you represent accept and affirm the terms and conditions above. It is your responsibility to advise all participants (including guests and children) of these terms and conditions to ensure their compliance.

Printed name of responsible person \_\_\_\_\_

Signature \_\_\_\_\_ Date of request \_\_\_\_\_