



Church Building and Equipment Usage Agreement

Faith Baptist Church
616 West Lincoln Ave
Cheboygan, MI 49721
Ph: (231) 627-2135
faithbaptistupnorth.org
(last updated 1/28/2021)

- I. Policy: The building and equipment of Faith Baptist may be used by individuals and groups for ministry or personal use.
 - a. The pastor or deacon representative must approve all requests for building and equipment use.
 - i. Those activities that support the purpose and values of Faith Baptist Church will usually be approved. However, a request may be denied for any reason.
 - ii. If the original request is denied by pastor and/or deacon, a request may be submitted to the entire deacon board no later than one month before the event.
 - b. An individual or group must be sponsored by one adult who is a member of Faith Baptist or a regular attendee who is acknowledged by the deacons or pastor as being qualified.
 - c. The individual's or group's sponsor is responsible for the following:
 - i. The sponsor will fill out a request form and turn into church office at least one week prior to desired date of event.
 - ii. The sponsor will be present during the entire event
 - iii. The sponsor will make sure the building and equipment is used appropriately and according to church guidelines.
 - iv. The sponsor is responsible to pay for any damage caused during event.
 - v. The sponsor will make sure the building or equipment is cleaned and locked up following the event.
- II. Payments: There is no charge for the use of the church facility, but donations to the general fund are gladly accepted.
- III. Guideline for rooms: The sponsor is responsible to make sure the set up and take down of rooms and equipment is done appropriately and according to church guidelines.



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Building or Equipment Requested

	Entire Building		Youth room
	Ministry Center (with sound and projection)		Fellowship hall
	Ministry Center (without sound and projection)		Kitchen (supplies not included)
	Ministry Center platform		Nursery
	Equipment needed		Other

Damage to equipment and buildings incurred through carelessness, horseplay, or a general lack of supervision will be the responsibility of the sponsor and at the cost of the group.

SPONSOR NAME: (please print) _____

ADDRESS: _____

PHONE: _____

DATE OF EVENT: _____

HOURS OF EVENT: _____

NAME OF EVENT COORDINATOR: (if other than sponsor) _____

I have read and understand the Church Building Facilities & Equipment Usage Agreement.

Signature of sponsor

Date

Notes: _____

Approved By

Date

In case of emergency contact Jim Granger (231) 627-4710 or Mike Ekkens (231) 445-2114