



fairwaybaptistchurch

4408 Fairway Blvd
Wichita Falls, TX 76308
Phone: 940-692-0735
www.fairwaybaptist.com

FACILITY RESERVATION FORM

Date of Submission: _____ Date & Time Requested: _____

Name of Group/Individual: _____

Contact Person: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Nature of Activity Planned: _____

Number of children: _____ Youth: _____ Adults: _____

Areas Requested: Gym _____ Snack Area _____ Kitchen _____ Large Classroom _____

Diagram below any set up of tables, chairs, equipment	Describe or list below any set up request

OFFICE USE ONLY

Date request approved: _____ Staff Signature: _____

Fee paid: _____ Date Fee Paid: _____

Notes:



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Our church, gym, kitchen, and educational facilities are available for personal use on a case by case basis at the discretion of our ministerial staff when such use is appropriate and presents no conflict for scheduled or possible Fairway Baptist Church activities. The information below must be filled out as completely as possible and submitted to the church office at least two weeks in advance of the requested date. Submission less than two weeks out does not eliminate the possibility of use, but can increase the difficulty in fulfilling requests.

Fees:

- Security deposit for non-members: **\$75.00**
- Party Fee (includes gym, snack area, kitchen):
Thirty minutes are allowed before and after party for setup & cleanup.
Non-Members: First 2 hours: **\$75.00** Each additional hour: **\$25.00**
Members: First 2 hours: **\$35.00** Each additional hour: **\$10.00**
- Athletic Fee (gym only):
Members: **\$12.00/hour** Non-members: **\$25.00/hour**
- Renters must furnish their own balls & equipment.
- Volleyball nets are available upon request.
- Others: fees for classroom or other areas and needs will be dealt with on a case by case basis.
- All fees are subject to adjustment by the office or staff of Fairway Baptist Church.
- All deposits and fees are due prior to event date and reservations will not be finalized until paid.

Expectations:

- Renting groups & individuals will be responsible for repair or replacement of any damage caused by their use.
- Renting groups & individuals will leave the building clean and any equipment in the same condition it was provided.
- Renting groups & individuals will be finished with all clean up and out of the building on time and no later than 10:00 PM.
- Fairway Baptist Church is not responsible for loss caused by the vending machines in the Family Life Center.
- Fairway Baptist Church is not responsible for any injury or loss experienced by the renting group or individual or any one associated with the renting group or individual during the rental use of our facilities.

Agreement:

I have read the Fairway Baptist Church Facility Reservation Form and completed the requested information as honestly and completely as possible. I agree to abide by this information and to contact the office or staff of Fairway Baptist Church as soon as any information on my request changes.

Signature of person making request

Date