

First Baptist Church – Ithaca, NY

Building Use request Form

607-273-5800 • fbithaca@gmail.com • 309 N. Cayuga St, Ithaca NY 14850

Welcome! We're so glad that you would like to hold your event in our sacred space. Please help us create a safe and inviting space for your group and others, by carefully reading our policy and answering the following questions about your needs for our church.

Name of Your Group: _____

Event: _____

Is this a one-time event? Ongoing?

Event date: _____

Event times - setup: _____ start: _____ end: _____

Room(s) requested: _____








Contact Person: _____

Contact's Phone: _____ email: _____

Contact's Address: _____

Is anyone in your group an FBC member? If so, who? _____

Individuals and groups using the church facilities are responsible for cleaning up after themselves and leaving the facility in the condition in which they found it. All doors must be locked and lights turned off. We ask that groups using the Chapel remove their shoes.

-  FBC is available solely to groups not discriminating against Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, or Asexual people.
-  Smoking is prohibited in the church building and on the grounds.
-  Alcoholic beverages may not be served.
-  Use of the gas oven(s) requires prior training.
-  No groups may use the gas lighting in the Sanctuary.
-  The communion table (in sanctuary) may be moved, but may not be used for any purpose.
-  Current Ithaca Fire Department regulations allow a maximum of 95 people in the Community Room and 182 in the Sanctuary. The library seats 35 people.

I/we understand and agree to the Building Use Policy and all its provisions and agree to comply fully.

Signed by: _____ date: _____

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Approved by:

date:

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Please indicate the room(s) you would like to use (non-wedding):

The prices listed are for up to 4 hours of continuous use; any additional hours will be prorated. Please do not wear shoes in the Chapel.

Sanctuary	\$100	_____	amt. due	_____	amt. paid	_____
Chapel	\$25	_____	amt. due	_____	amt. paid	_____
Community Room	\$60	_____	amt. due	_____	amt. paid	_____
(add \$15 if food will be served)						
Library/Classroom	\$35	_____	amt. due	_____	amt. paid	_____
Kitchen	\$50	_____	amt. due	_____	amt. paid	_____

Wedding reservations, for up to 12 hours of building use, include the use of the Sanctuary for a rehearsal prior to the wedding, and use of Sanctuary, Community Room, Library and Kitchen on the day of the wedding. This fee covers the use of building only and does not include remuneration for musicians or ministers. A charge of \$50 for 2 hours of custodial service is included in the fee. Any additional hours of custodial service required will be billed at \$25/hour. 50% of the fee is due at reservation, with the balance due two weeks prior to the wedding date.

Wedding	\$300	_____	deposit	_____	balance	_____
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Optional services:

Custodial services and/or a sound equipment operator may be hired through FBC.

Custodian	\$25/hr	_____	hours:	_____	amt. paid	_____
Sound equipment operator	\$25/hr	_____	hours:	_____	amt. paid	_____
Sound equipment use	\$50	_____			amt. paid	_____

Deposits are required for groups that need a key to the south door or that will be moving or rearranging furniture for their event. **All groups are asked for a custodial deposit.** The deposits are returned in full once the furnishings and building are replaced/cleaned as they were found and/or the key is returned.

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Furniture deposit	\$200	_____	paid	_____	returned	_____
Door key deposit	\$100	_____	paid	_____	returned	_____
Custodial deposit	\$50	_____	paid	_____	returned	_____

Cancellations will be refunded, less a \$25 administrative fee, if two weeks' notice is given.
Cancellations within two weeks of an event will be refunded at 50% of the total reservation.