

**Forest Grove Baptist Church**  
**22575 NW 94<sup>th</sup> Avenue, Alachua, FL 32615**  
**386-462-3921**

**Facility Use Requirements**

1. Forest Grove Baptist Church (FGBC) gladly offers the use of our facilities to members and their immediate families for funerals, weddings, receptions, showers, family and community interest meetings subject to the doctrinal and ethical position of the church. The church reserves the right to decline or cancel any reservation for what seems good reason through the staff.
2. There is a \$300 fee required for use of the building, facilities, and equipment by any member of FGBC. The fee must be paid in advance when reservation for building use is made. Smaller events such as baby and wedding showers are free to church members only.
3. **The charge for non-members is \$750 payable in advance**, per senior pastor's approval. Senior pastor may waive the fee depending upon desired useage. You must have an active member of FGBC as your liaison to use the facilities.
4. Deposits are refundable up to one week prior to event.
5. Reservations for the use of any portion of the property must be requested through the church office **in advance**. A copy of the requirements and responsibilities for the use of church property is to be made available to all persons authorized to use same.
6. The regular and special religious services of this church shall have precedence and prior rights. Any authorized activity **must** be scheduled so that any preparation, arrangements, and removal of decorations at the activity, or other circumstances, do not interfere with the regularly scheduled services of the church..
7. Individuals making reservations **shall bear full responsibility** for leaving the property and equipment in perfect order after use. Additional fees for damages may be assessed.
8. Smoking and the use of any tobacco products in the building is prohibited.
9. Alcoholic beverages or illegal drugs are not allowed on church property.
10. No dancing of any kind is allowed anywhere on the property.
11. Because all sound equipment is interdependent and misuse of any one component may adversely affect all others, **only authorized members of the FGBC sound team shall adjust, remove, replace, or otherwise alter any component, including microphones, speakers, wires, or any other elements of the sound system.** If you are a non-member using the facilities the cost for a member of the sound team to assist you is \$200 per event payable to the sound team member.
12. Furniture (chairs, pulpit furniture) may not be rearranged nor removed without the special permission of the pastor, or staff members. All tables and chairs will be returned to their original position.
13. The piano will not be moved.
14. The lending of any article of equipment is only allowed when approved by a member of the ministerial staff.
15. Weddings are an extra responsibility for ministers involved in wedding services. Consideration should be given by a wedding party concerning an honorarium or love gift to the ministers for their time, labor, and expenses.
16. It is your responsibility to make sure bathrooms, kitchen and all parts of the building are left clean and in good order. **Make sure all garbage is cleared from the building and put in trash dumpster.**

