**Facility Usage Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization/**  **Person Name** |  | | |
| **Telephone number** | Home/Work: | | Cell: |
| **Address** | City: Zip: | | |
| **E-mail Address** |  | | |
| **Contact person** | Name: | | Phone: |
| **Purpose for use** |  | | |
| **Rental date interval (MM/DD/YYYY)** | From: MM /DD /YYYY | | To: / / |
| **Rental occurrence** | Single [ ] or Weekly [ ] | | |
| **Time usage interval (HH:MM)** | **Mon**  From: : AM/PM | | **Mon**  To: : AM/PM |
| **Tue**  From: : AM/PM | | **Tue**  To: : AM/PM |
| **Wed**  From: : AM/PM | | **Wed**  To: : AM/PM |
| **Thu**  From: : AM/PM | | **Thu**  To: : AM/PM |
| **Fri**  From: : AM/PM | | **Fri**  To: : AM/PM |
| **Sat**  From: : AM/PM | | **Sat**  To: : AM/PM |
| **Sun**  From: : AM/PM | | **Sun**  To: : AM/PM |
| **Expected Number of People** | Adults: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Youth (12 – 18) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Children:  3-5 Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_ K-2 Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Preschool: \_\_\_\_\_\_\_\_\_\_\_\_\_ Toddlers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Liability insurance** | □ Yes, I have liability insurance □ No, I do not have liability  insurance | | |
| **Facility needs** | □ Indoor classroom □ Outdoor soccer field  Number of rooms : \_\_\_\_\_\_  (please refer to the charge cost below) | | |
| **Applicants Background** | Is Applicant is a charitable organization ? YES [ ] / NO [ ]  Is Applicant is a member of FCBC ? YES [ ] / NO [ ] | | |
| **Requester Signature: Date:** | | | |
| Approve/Not approve | | Comments | |
|  | |  | |

**Rental Fee Table**

|  |  |  |  |
| --- | --- | --- | --- |
| DESCRIPTION OF CHARGE | RENTAL CHARGE | HOURS OF RENTAL | TOTAL CHARGE |
| **Rental Facility** | **Rental Charge Per Hour** |  |  |
| Class rooms (Circle one)  Matthew  Mark  Luke  John | $18  $15  $15  $18 |  |  |
| Quiet room | $12 |  |  |
| Preschool | $18 |  |  |
| Toddler | $15 |  |  |
| Multipurpose | $20 |  |  |
| Sanctuary  (special approval) | $45 |  |  |
| Soccer field rental\* | $30 |  |  |
|  |  |  |  |
| Chairs 20 | $10 |  |  |
| Chairs 20-50 | $15 |  |  |
| Tables 5 | $5 |  |  |
| Tables 5-10 | $10 |  |  |
| Tables 10-15 | $15 |  |  |
|  |  |  |  |
| Other charge/Discounts\* |  |  |  |

The initial rental unit: 1 hour

\* Soccer field rental: no light, no entry to building and with liability insurance $500,000 for injuries to persons per accident, $1 million aggregate.

\* To meet the whole rental packages, the applicant or organization should rent more than 4 rooms (included), and minimum 8 months rental continuously. The rental fee for the whole rental package is half $/hour per room.

\* Other charge/discount: will be reviewed and decided by FAB board case by case.

\* Friday night and Sunday morning won’t be available.

To request a church facility, please complete the FCBC Facility Usage Application Form and submit to the church office or send via email to facilityadvisory@friscocbc.org.

Church Diagram: (see below)



Sanctuary

Quiet

Toddler

Preschool

Matthew

Mark

Luke

John

Multipurpose Room