**Facility Usage Application Form**

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| --- | --- |
| **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)MatthewMarkLukeJohn | $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