

FIRST BAPTIST CHURCH
8600 N. College Avenue-Indianapolis, IN 46240-1536
317-846-5821; 317-574-6457 (Fax)
www.fbcindy.org

APPLICATION TO USE FIRST BAPTIST CHURCH PROPERTY

Name of Organization _____

Event and/or Purpose _____

Date and Time Needed _____

Rehearsal/Set Up/Preparation-Date and Time _____

Expected Attendance _____ % of Adults _____ Youth _____ Under Six _____

Type of Facility(ies) Desired _____

(Be Specific, Enter Room Number(s) or Type of Room ie: Conference, Lecture, etc.)

EQUIPMENT DESIRED

Tables: How Many? _____ What Type? _____

Sketch a Desired Layout on the Reverse Side or on a Separate Piece of Paper

Chairs? _____ How many? _____ What Configuration? _____

Sketch Desired Layout on the Reverse Side, if Necessary

Public Address System _____ Piano _____

Overhead Projector _____ Screen _____ TV/VCR _____

Is a Meal Being Served? (no) _____ (yes) _____ Prepared by Your Caterer (list name) _____

OR, Provided through the Church _____

Other Equipment and or Services _____

LIABILITY RELEASE FOR CHURCH BUILDING USE

(I) (We), the below named (individual) (organization), being desirous of using the First Baptist Church of Indianapolis building and facility, do knowingly and without mental reservation hereby indemnify and hold harmless First Baptist Church of Indianapolis, Indiana (First Baptist), and the employees and agents of First Baptist for any and all claims, actions, causes of action, judgements and liens arising out of any negligent act or omission by (individual) (organization) in connection with such use of First Baptist. Such indemnity shall include attorney's fees and all costs and other expenses arising therefrom or incurred in connection therewith. In addition, (I) (we), do knowingly and without mental reservation hereby release First Baptist, and the employees and agents of First Baptist from any and all negligence and/or any liability for death, physical injury, or loss of or damage to property in connection with the use of First Baptist building and facility, whether due in whole or part to negligent acts or omissions of First Baptist and its agents or employees.

We have read and fully understand the enclosed Buildings, Grounds and Property Use Guidelines for the First Baptist Church of Indianapolis and the Liability Release for Church Building Use above governing the use of these facilities. We

agree to the strict observance of these rules and regulations, and to be responsible for any damage to church property caused by our use. *(Please Turn Over)*

Signature	Printed Name	Date
<hr/>		
Address	City	Zip Code
<hr/>		
Telephone (Day)	Telephone (Night)	E-Mail

(ROOM LAYOUT)

The above request does not interfere with the education program of this church, and this request is hereby approved. The use of the necessary facilities for the above dates has also been scheduled. Rooms Scheduled: _____

Date: _____

Administrative Assistant

There is a \$_____ fee, payable two weeks prior to the scheduled date or as indicated below. Make check payable to First Baptist Church of Indianapolis.

Mail to:
First Baptist Church of Indianapolis
ATTN: Administrative Assistant
8600 N. College Avenue
Indianapolis, IN 46240-1536

**Jg (Revised 10/16/00) – Application to Use
(Revised 6/15/01)**