

# Member Facility Use Request & Agreement

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Please Sign and Return



Greenbrier Road Baptist Church

## **WHY WE USE A FACILITY USE REQUEST AND AGREEMENT**

Greenbrier Road Baptist Church is thankful to be able to use our facilities as a blessing to our church family and community. We believe the church building is a tool for ministry, fellowship, celebration, service, and Gospel-centered relationships.

Because this facility is used throughout the week for worship services, children's ministry, student ministry, Bible studies, outreach events, funerals, weddings, church meals, and other ministry needs, it is important that every event is handled with care, respect, and clear communication.

This Facility Use Request and Agreement helps us protect the church, honor our volunteers, and make sure the building is ready for the next ministry use.

### **This form helps us:**

- Protect the church facility, equipment, stage, media areas, classrooms, kitchen, and worship spaces.
- Make sure all events are approved, scheduled, and communicated clearly.
- Clarify who is responsible for setup, cleanup, reset, and care of the building.
- Prevent confusion about what is included with facility use.
- Make it clear that use of the building does not automatically include media team support, sound operation, lighting operation, livestream, video support, setup assistance, or use of church technical equipment.
- Protect our worship and media teams from last-minute expectations or unapproved responsibilities.
- Ensure that only approved and trained team members operate sound, lighting, media, livestream, and stage equipment.
- Make sure outside vendors or hired individuals understand what they are allowed to use and what equipment they must provide themselves.
- Keep the church fully ready for Sunday morning worship and weekly ministry.
- Provide accountability if anything is damaged, misplaced, moved, or not reset properly.

Our desire is not to make facility use difficult. Our desire is to serve people well while also stewarding what God has entrusted to our church. Clear expectations help protect relationships, prevent misunderstandings, and allow the church to continue being generous with our facilities in a way that is respectful, organized, and sustainable.

By completing this form, the responsible church member acknowledges that they understand the expectations for facility use and agree to help us care for the building, equipment, volunteers, and ministry areas of Greenbrier Road Baptist Church.



## Member Facility Use Request & Agreement Form

### **Purpose of This Form**

Greenbrier Road Baptist Church is thankful to be able to allow approved use of our facilities. In order to protect the church, respect our volunteers, maintain the building, and keep all ministry areas ready for Sunday worship and weekly ministry, all facility use must be requested, approved, and agreed upon in advance.

### **Event Information**

Name of Event: \_\_\_\_\_

Type of Event:

- Wedding
- Wedding Reception
- Shower
- Birthday Party
- Family Gathering
- Ministry Event
- Other: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Setup Date and Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Cleanup/Departure Time: \_\_\_\_\_

Estimated Number of People Attending: \_\_\_\_\_

### **Responsible Church Member**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a member of Greenbrier Road Baptist Church?

- Yes
- No

The responsible church member listed above is the person accountable for communication with church leadership, proper use of the facility, cleanup, reset of approved areas, and making sure all expectations in this agreement are followed.

**Initial here to acknowledge responsibility: \_\_\_\_\_**



# Member Facility Use Request & Agreement Form

## **Areas Requested**

Please check all areas requested for use:

- Sanctuary
- Gym
- Kitchen
- Classrooms
- Outdoor Areas
- Sound Booth
- Stage
- Other: \_\_\_\_\_

## **Media, Sound, Lighting, and Technical Support**

Use of the church facility does not include full technical support for the event. Approval to use the building does not automatically include sound operation, lighting operation, music playback, slides, livestream, video support, rehearsal support, setup assistance, or access to church media equipment. All media, sound, lighting, and technical needs must be requested in advance and approved by the media team leader. Media support is not guaranteed simply because the facility has been approved for use.

Media support requested:

- No media support needed
- Basic microphone/sound setup
- Sound tech for event
- Lighting support
- Music playback
- Slides or presentation
- Video/livestream
- Rehearsal support
- Other: \_\_\_\_\_

Please describe all media needs in detail:

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Only designated Greenbrier Road Baptist Church media team members are allowed in media spaces, including the sound booth, media booth, stage equipment areas, livestream areas, and any other technical control areas.

Any outside person or hired vendor, including a DJ, wedding coordinator, musician, photographer, videographer, or other event worker, is not permitted to use the church sound system, lighting system, media equipment, stage equipment, instruments, cables, microphones, or technical spaces unless specifically approved by the media team leader.

If an outside person or hired vendor is being used, including a DJ for a wedding or reception, they must provide their own sound equipment and technical equipment unless prior written approval has been given.

**Initial here to acknowledge media and technical support expectations: \_\_\_\_\_**



## Member Facility Use Request & Agreement Form

### **A/V Team Member Fee**

If an approved Greenbrier Road Baptist Church A/V team member is requested or required for the event, the following fee applies:

- A/V Team Member Fee: \$100 per day for up to 3 hours
- Additional Time: \$50 per additional hour after the first 3 hours

This fee is per day. If an A/V team member is needed for 2 separate days, the minimum fee is automatically \$200.

Examples:

One day, up to 3 hours: \$100

One day, 4 hours: \$150

Two days, up to 3 hours each day: \$200

Two days, 4 hours each day: \$300

All A/V team support must be requested in advance and must be approved by the media team leader.

**Initial here to acknowledge A/V fee expectations: \_\_\_\_\_**

### **Stage, Sound, Lighting, and Equipment Policy**

No person may move, unplug, disconnect, remove, borrow, rearrange, or alter any stage, sound, lighting, video, camera, cable, microphone, instrument, in-ear monitor, computer, media booth, livestream, or worship ministry equipment without prior approval from the worship/media leader.

This includes, but is not limited to:

- Cables
- Microphones
- Microphone stands
- Instruments
- Drum equipment
- Keyboards
- Guitars
- In-ear monitors
- Stage boxes
- Speakers
- Lighting equipment
- Cameras
- Media computers
- Projectors
- Sound board
- Livestream equipment
- Music stands
- Stage decorations or ministry setup

The stage and media areas are set for worship ministry and must remain ready for Sunday services unless specific permission has been given.

**Initial here to acknowledge the stage, sound, lighting, and equipment policy: \_\_\_\_\_**



## Member Facility Use Request & Agreement Form

### **Setup, Cleanup, and Reset Expectations**

The group using the facility is responsible for their own setup and cleanup unless other arrangements have been approved in advance.

The facility must be cleaned and reset before the group leaves the building. This includes all approved rooms, tables, chairs, trash, decorations, food, kitchen areas, bathrooms, and any other spaces used.

No tape, nails, screws, staples, glue, or adhesives may be used on walls, floors, pews, chairs, doors, windows, or furniture unless approved by church leadership.

Candles, open flames, confetti, glitter, rice, birdseed, or similar items are not permitted unless specifically approved.

***If cleanup is not completed properly, a \$150 cleanup fee will be added to cover additional personnel costs required to clean and reset the facility.***

**Initial here to acknowledge setup, cleanup, and reset expectations: \_\_\_\_\_**

### **Sunday-Ready Requirement**

Any event held on Friday or Saturday must leave the church fully ready for Sunday morning before the group leaves the building.

This includes the sanctuary, stage, sound/media areas, gym, kitchen, bathrooms, hallways, classrooms, outdoor areas, and any other areas used.

Sunday morning worship preparation must not be disrupted by facility use.

**Initial here to acknowledge the Sunday-ready requirement: \_\_\_\_\_**

### **Damage, Missing Items, or Failure to Reset**

The responsible church member may be held responsible for damage, missing items, broken equipment, excessive cleaning needs, or failure to return the building to its approved condition.

Failure to follow this agreement may result in loss of future facility use privileges.

If church equipment is moved, unplugged, damaged, misplaced, or not returned properly, the responsible party may be required to reimburse the church for repair, replacement, cleaning, or additional labor.

**Initial here to acknowledge responsibility for damage, missing items, or failure to reset:**

\_\_\_\_\_



## Member Facility Use Request & Agreement Form

### **Agreement**

I understand that Greenbrier Road Baptist Church is allowing use of the facility as a blessing to our church family and community. I agree to respect the church building, equipment, volunteers, staff, worship ministry, and all ministry areas.

I understand that facility use does not automatically include media team support, sound operation, lighting operation, stage access, livestream, video support, technical assistance, or use of church media equipment.

I understand that only designated media team members are allowed in media spaces.

I understand that outside vendors or hired individuals, including DJs, must provide their own sound and technical equipment unless prior approval has been given.

I understand that I am not permitted to move, unplug, remove, rearrange, or alter any stage, media, sound, lighting, instrument, cable, or worship ministry equipment without prior approval.

I understand that I am responsible for making sure the facility is cleaned, reset, and ready for the next ministry use, especially Sunday morning worship.

I agree to follow all expectations listed in this form.

Responsible Church Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Thank You

Thank you for helping Greenbrier Road Baptist Church care for the facilities God has entrusted to us. Our desire is to serve our members well while also protecting the building, equipment, volunteers, and ministry spaces that are used every week. By following these guidelines, we can continue to offer our facilities as a blessing to our church family in a way that is respectful, organized, and ready for ministry.

## Contact Information :

 (256) 831-8854

 [media@grbc.org](mailto:media@grbc.org)

 1235 Greenbrier Dear Road



Member Facility Use Request & Agreement Form

**THIS PAGE TO BE COMPLETED BY CHURCH STAFF ONLY**

**Church Use Approval**

**Church Approval:**

- Yes
- No

If No, Why? \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Approved Areas:**

- Sanctuary
- Gym
- Kitchen
- Classrooms
- Outdoor Areas
- Sound Booth
- Stage
- Other: \_\_\_\_\_

**Media Team Approval, If Requested or Required**

**A/V Support Approved:**

- Yes
- No
- Not Needed

If No, Why? \_\_\_\_\_

**Approved A/V Team Member:** \_\_\_\_\_

**Approved A/V Dates/Times:** \_\_\_\_\_

**Estimated A/V Fee: \$** \_\_\_\_\_

**Media Team Leader Approval:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Additional Notes or Conditions of Approval:**

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