



FRIENDSHIP MISSIONARY BAPTIST CHURCH

402 Clinton Street, Buffalo, New York 14204-1706

Phone: 716-847-1020 • Fax: 716-847-0260

Website: www.friendshipbaptistbuffalo.org Email: info@friendshipbaptistbuffalo.org

Rev. Edward Jackson, Jr., Pastor

REQUEST FOR FACILITY UTILIZATION FOR CONCERTS / SPECIAL EVENTS

Contact Person				
Organization			Phone Number	
Today's Date	Date of Event	Type of Event	Start Time	Ending Time
			<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm

\$500 CASH ONLY fee includes the following	
1) Custodial Staff	
2) Sanctuary (75 feet from door to pulpit)	- NO food in the sanctuary. - Only religious and/or traditional music. No pop music is permitted. - No decorations (flowers, banners, etc.) are to be taped or pinned onto the pews.
3) Fellowship Hall (Capacity: 170 people)	Tables / chairs set up for _____ people <input type="checkbox"/> Kitchen
4) Sound Tech	NO ONE is permitted to move or adjust the microphones, EXCEPT the Media Ministry, the building director or Friendship designated persons.
5) One (1) Room (For Storage)	

The person(s)/organization requesting the use of Friendship Baptist Church facilities hereby absolves the church, its Pastor, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly at 847-1020. The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility.

FRIENDSHIP BAPTIST CHURCH IS NOT RESPONSIBLE FOR LOST, STOLEN, OR MISPLACED PERSONAL ITEMS LEFT IN THE BUILDING.

With my signature I agree to comply with the restrictions set forth, and I agree to the following:

- I will not market, promote, post on social media, or distribute in any way, any information or materials regarding my event being held at Friendship Baptist Church UNTIL I have been notified of approval to do so.
- A security deposit of \$100 is required to be paid at the time your contract is received. This fee will reserve your date. This deposit will be refunded if all space, whether inside or out, is left in the same condition and arrangement that it was found. In the event of damage to the facility/equipment, the security deposit will be applied to repairing the damage. If the damages exceed the security deposit, you will be responsible for the balance.
- Cancellations will forfeit the security deposit, and deposit will not be refunded.
- I understand that the \$500 fee is for six (6) hours (i.e. 1 hour setup, 4 hour event, 1 hour cleanup). After six (6) hours I agree to pay an additional \$150 for the first thirty minutes, and \$50 each additional thirty minutes after.
- I agree to pay the \$500 cash only fee at LEAST 2 weeks prior to my event. In the event the fee is not paid, the security deposit will not be refunded.

Lessee _____ Date _____ Signature _____
(Print)

Trustee _____ Date _____ Signature _____
(Print)

DETAILED REQUEST FOR USE OF FACILITIES

Setup Up Time	_____ am / pm to _____ am / pm
Doors Open	_____ am / pm
Event Time	_____ am / pm to _____ am / pm
Clean Up	_____ am / pm
Rehearsal (contingent upon availability)	Date: _____ am / pm

PLEASE EXPLAIN (in detail) YOUR EVENT, ALL THAT WILL BE NEEDED BEFORE (rehearsals, etc.), DURING (sound, piano, keyboard, drums, etc.) and AFTER (cleanup, etc.) YOUR EVENT.

PLEASE NOTE, THIS IS NOT A CONTRACT. THIS IS A REQUEST FOR CONSIDERATION TO USE THE FACILITIES AT THE FRIENDSHIP MISSIONARY BAPTIST CHURCH. PLEASE LIST AS MANY DETAILS AS POSSIBLE.