

First Baptist Church  
4 High Street  
Rockport, MA 01996

Facilities Request  
General Information

Pursuant to Article VI. Section 1. of the *Bylaws and Rules of Order of the First Baptist Church of Rockport, Massachusetts* on file with the Commonwealth of Massachusetts the Board of Stewards with the cooperation of the Board of Deacons and the Pastor are entrusted with the responsibility of overseeing and authorizing the use of the facilities of The First Baptist Church.

The following standards will be used in considering requests for use of the First Baptist Church.

- A) The use of the church building will first exist for the ministry, mission and fellowship of the First Baptist Church of Rockport. This includes all activities, which foster worship of the Triune God, Christian Education, discipleship, prayer, evangelism, Christian fellowship, and the advancement of the kingdom of God through the mission of the First Baptist Church in Rockport and around the world.
- B) All other requests to use the church property and building will be considered in light of their relationship to the mission of the church and building availability.
- C) In general, outside organizations requesting use of the building should be affiliated with a member of the church. This member should be involved in the event, of which this request pertains.
- D) In general, for profit entities will not be granted use of the building.
- E) For groups wishing to use the church on a regular basis, this form must be updated every year.
- F) Please submit this form at least three months prior to the requested start date. You may mail this form to 4 High Street, Rockport, MA 01966 or by submitting it to the Pastor's e-mail found on the church website:  
FirstBaptistRockport.Org
- G) The use of Harvey Park also requires permission from the Rockport Board of Selectmen.
- H) Questions regarding parking on the street should be directed towards the Rockport Police Department.
- I) All events that involve individuals under the age of 18 and who are unsupervised by a parent or legal guardian require a consent form from a parent or legal guardian. A copy of this form should be on file with the church prior to the advent.

- J) Adults involved in the supervision of individuals under age 18 and who are not their own children or legal dependants are required to have an updated CORI on file with the church.
- K) Individuals using the building are asked to adhere to the following guidelines:
1. Make certain that upon leaving the building all doors are locked, all windows are closed, ALL doors are shut (except the door leading to the two bathrooms/basement staircase), all trash is picked up, all lights have been turned-off and the heat has been turned down.
  2. Smoking is prohibited within the building.
  3. Non-church groups are asked to not block other cars in the parking lot and to at all times observe the handicap signs.
  4. If you will prepare food, all material used must be disposable. FBC does not have the capability to wash a large amount of dishes/equipment.
  5. Please remove your trash and recycling and dispose of it in an appropriate manner. Please clean-up following your use of the building.
-

## Facility Request Form

1. Group Name \_\_\_\_\_
2. Name of Individual Making Request \_\_\_\_\_
3. Address \_\_\_\_\_
4. Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_
5. Date this request was filled out \_\_\_\_\_
6. Date(s) and Day(s) the facility is desired \_\_\_\_\_
7. Times you would like access to the building from \_\_\_\_\_ until \_\_\_\_\_
8. Which rooms would you like to use?
9. Will you be preparing food?
10. Will you be charging a fee to participate in this event and if so please explain?
11. Please briefly explain the nature of your request and activity:

12. Explain the degree to which individuals under of 18 will be supervised?

13. Why do want to use the FBC facilities?

14. Please share any other pertinent details or questions.

Signature of Applicant \_\_\_\_\_

-----

Action by the Board of Stewards

Date Received:

Action:

Date:

Signature of the Chairperson of the Board of Stewards \_\_\_\_\_