

Terms and Conditions

Event/Building Use Policy

All forms are available in the church office and on the church website. Completed forms may be submitted via the website or to the Event Scheduler in the church office, via fax to 770-938-1637 or via email to kwilliams@fbctucker.org. All requests must be submitted via an event/building use request form.

Use of the kitchen area MUST include the services of a First Baptist Church of Tucker kitchen representative to be on-site during the event. Fees for this service will be quoted upon receipt of request.

Use of the gym REQUIRES a certificate of insurance and a participant release form must be completed by all the players, coaches, and officials who will be on the court.

The group/individual using the facility is expected to perform any set up and clean up (i.e. chairs, tables, podiums, etc.) and return the area to its normal condition. Additional charges will be assessed for any set up/clean up required by the church staff.

Thermostats should be returned to the settings found upon arrival, and all lights should be turned off.

Access to the locking of the facility will be per instructions by the event scheduler. The security deposit may be forfeited if the building is not accessed or locked according to instructions.

All trash should be removed from the building after any event and placed in the parking lot dumpster. Liquids should not be emptied into the trash cans. New liners should be put in all trash containers.

Rental fees and security deposits for church facilities will be quoted upon receipt of request. ALL events require a \$100.00 refundable deposit, at the time of booking, which will be returned once the building is found in order, checked for cleaning, security, and damages after an event. One-day rental payments are due, in full before your event, before an access code is provided. Long-term gym rental payments will be discussed at the time of booking.

The event will be placed on the official church calendar once approved. You will be notified about a rental approval as soon as possible. Please allow at least 2 weeks. Please also note that our offices are closed every Friday. All fees and deposits are due upon approval. Fees can be paid in person at our office or online via www.fbctucker.org using the "Donate" button. All checks should be made payable to First Baptist Church of Tucker.