

PLAYGROUND/PICNIC RESERVATION REQUEST FORM

Please fill out this form and return it to the Children's Ministry box in the church office.

Name of requester: _____
(please print)

Physical address of requester: _____

Requester phone: Home: _____ Mobile: _____

Name of **church member** sponsoring event: _____
(if applicable)

Address of **church member**: _____
(if applicable)

Phone # of **church member**: _____
(if applicable)

Type of event: _____
(birthday party, reunion, picnic, etc.)

Date requested: _____

Time requested: _____

I have read the attached form describing the rules and regulations for the use of the playground and picnic area. I agree to abide by and enforce the rules and regulations. I agree to leave the playground clean, in good condition, and ready for the next group to use the facility. By my signature below, I agree that I will not hold First Baptist Church of Interlachen, its members, or its staff responsible or liable for any injuries incurred while using this facility.

Signature of person making request

Signature of sponsoring church member (if requester above is not a church member)

Please do not write below this line

Approved by: _____
Staff signature

Date: _____

Playground/picnic area rules and regulations

1. Reservations will be given on a first come basis. Reservations are not valid until you receive a signed copy of your reservation form. Church events will be given priority over private events. First Baptist Church of Interlachen retains the right to accept, decline, or reschedule any event as it feels necessary to do so. We also reserve the right to decline the use of the facilities to anyone who does not follow the rules and regulations below.
2. You must be a church member or have a church member sponsor you for your event. Sponsor must be on site for the entire event and insure all rules and regulations are followed.
3. No alcohol, tobacco, drugs, or use of foul language is permitted on church property.
4. Wear appropriate clothing: Shirts at all times, no shorts above finger tips, no adult/youth swim wear, no clothing advertising alcohol, drugs, tobacco, or foul language.
5. Playground equipment has weight limits. Children over 125lbs should **not** be allowed to play on the equipment. Plastic preschool equipment is for preschool use only.
6. Playground equipment should be inspected for breaks, loose bolts, insects, and snakes by an adult prior to use. Please do not allow children to play on broken equipment. Please do not climb on or over fences. Children are to be supervised **at all times**.
7. Please make sure all equipment is left in good condition. Report any broken equipment to the Children's Ministry Director. If equipment is broken from abuse, we ask that you be prepared to help repair or replace that equipment. Please help us take care of the equipment!
8. Fires will be confined to the grill pit only. All fires shall be monitored at all times. Fires must be completely extinguished. Please clean grill grate with brushes when finished. Leave the grill, sink, tables, and floors clean for the next group. Grill equipment and firewood/charcoal will not be provided.
9. Pick up all trash and place it in the dumpster in back of church. You will need to bring your own trash bags. Please do not leave food in the trash can(s).
10. Bathroom/kitchen facilities will not be available for use during your event. The reservation of the picnic/playground area is for outdoor facilities only. You will be responsible for bringing all items needed for your event.
11. Water hoses and sinks are to be turned off and rolled up when finished. Please turn off lights and water, cover sandbox, and close gates when you leave.
12. It is your responsibility to supervise children while at play. By your signature on the request form, you agree that neither you nor anyone in your party will hold First Baptist Church liable for any accident or injury incurred while using this facility.
13. Please have your copy of the form above with you during your event.