



FIRST BAPTIST CHURCH, CARROLLTON, TEXAS
THE FIELDS AT CARROLLTON PARKWAY
1401 Carrollton Parkway
Carrollton, Texas 75010
972-512-3800

FACILITIES RENTAL APPLICATION

APPLICANT INFORMATION

Name of Applicant: _____

Address of Applicant: Street: _____

City: _____ Zip: _____

Name of Contact Person for Applicant: _____

Telephone Numbers for Contact Person: _____
Home Number Work Number Cell Number

Email Address for Contact Person: _____
Home Email Work Email

Is Applicant a charitable organization? Yes No

EVENT INFORMATION

Requested Facility: _____

Describe the Nature of the Event: _____

Number of People Expected at Event: _____ Adults (ages 21 and up)
_____ Students (Middle School/High School ages)
_____ Children (Birth through Elementary school ages)

Requested Date(s) of Use: _____

Time of Event:* _____ a.m. / p.m. to _____ a.m. / p.m. (This must include setup time)

* The Fields are open Monday through Saturday, 9 am to 9 pm, and Sundays, 1 pm to 9 pm. The time of your event must be scheduled within those timeframes and you MUST be off the property by closing time.

APPLICANT'S INSURANCE POLICY

Unless waived by the Church, Applicant is required to have general liability insurance in an amount of at least \$500,000 for injuries to persons per accident and \$1 million aggregate and at least \$200,000 for damages to property. If the event involves participants who are minors or if minors will be present, Applicant must also have sexual misconduct liability coverage in an amount of at least \$1 million. Applicant shall provide Church a copy of a certificate naming Church as an additional insured under these policies at least ten business days prior to the date of the event.

Do you have insurance that meets the limits described above? Yes No

APPLICANT'S SIGNATURE

Applicant understands and agrees that this Facilities Rental Application must be approved by the Church, which approval is solely at the discretion of the Church. The Church may reject this reservation request for any or no reason. Applicant also understands and agrees that, upon notice of the Church's approval, the reservation is not binding until Applicant and the Church have signed a Facilities Rental Agreement and Applicant has delivered to the Church the required booking fee. *The Church may cancel Applicant's reservation if Applicant (1) fails to sign and deliver to the Church the Facilities Rental Agreement at least ten business days prior to the requested date of the event, (2) fails to pay the required booking fee and security deposit with the Facilities Rental Agreement, (3) fails to deliver to the Church the required insurance certificate at least ten business days prior to the date of the event, or (4) fails to make final payment of the total Rental Fee at least ten business days prior to the date of the event.*

Applicant further understands and agrees that all contacts with the Church regarding this reservation must be handled through the authorized representative of The Fields and only by the Applicant's designated contact person. The Fields' authorized representative will not accept any instructions on behalf of the Applicant except from the Applicant's designated contact person.

APPLICANT

Signature: _____

Printed Name: _____

Title: _____

Date: _____

**THE FIELDS AT CARROLLTON PARKWAY
FACILITY RENTAL FEE SCHEDULE**

DESCRIPTION OF CHARGE	FEES
Requested Facility	Rental Charge Per Hour
Meeting Rooms: Rooms 1 or 3 Room 2 Combo of any two rooms All three rooms	\$30 \$45 \$60 \$75
Baseball Field without lights with lights	\$35 \$65
Soccer/Football Field ½ Field ½ Field with lights Full Field Full Field with lights	\$25 \$40 \$50 \$65
Basketball Court without lights with lights	\$20 \$40
Volleyball Court without lights with lights	\$20 \$40
Pavilion one-quarter of space one-half of space three-quarters of space full space	\$25 \$50 \$75 \$100
Other Charges and Deposits	Total Charge
Reservation Fee (nonrefundable)	\$50 (credited against the Total Rental Fee; due upon signing the Facilities Rental Agreement)
Security Deposit	\$200 (due upon signing the Facilities Rental Agreement)