

General Information and Agreement Regarding Facility/Equipment/ Personnel Usage

First Baptist Church, Savannah, MO

1. **ANY ACTIVITY IS SUBJECT TO CANCELLATION FOR EVENTS THE CHURCH DEEMS APPROPRIATE.** Appropriateness of activities is at the sole discretion of the senior pastor or administrator.
2. There will be a **\$75.00 deposit fee** for all non-church related usage of the building and/or facilities.
 - a. This deposit will be **returned** to the user after the event as long as the requirements of this contract are kept by the user.
 - b. Once deposit is **received** an automated **key card** will be given to the user, along with **instructions** on how to use it.
 - c. **PLEASE NOTE:** Your **keycard** will only become active at the time you specify to the secretary at the onset of making the reservation. Therefore, if your event is scheduled to begin at noon please specify how much time you need to setup prior to your event. Otherwise you will not have access until the time indicated on the reservation.
3. It is expected that users of the **facility** will leave it in the **same condition** in which they **found it.** (Please consult administrator or custodian for cleaning supplies prior to date of use.)
 - a. **Tables** and **chairs** cleaned and returned to the storage racks.
 - b. **Floors** should be swept (mopped if needed).
 - c. **Lights** turned out.
 - d. **Thermostats** set appropriately.
 - e. **Trash emptied** and taken to the dumpster (kitchen & gym).
 - f. All doors **locked** (unless the group following you is already present).
 - g. Clean the **bathrooms** (flush the toilets, pick up trash on the floor, wipe the sink and toilets/urinals, empty the trash).
 - h. **Do not use tape on the floor or walls.** If you **MUST** use tape, use blue painter's tape, but you **MUST** remove it when your event is over. Please ask the custodian or the administrator for the blue tape.
4. If any area used is **not appropriately cleaned** (bathrooms, floors, kitchen, etc.), the user will be informed of the failure to uphold this contract. Appropriate cleanliness will be determined by the **administrator** or their **designee.**
 - a. After **1** incident the user will be **reminded** of their **obligation** and **responsibilities** for using our building.
 - b. After a **2nd** incident the user will be given a **written, final, warning.**
 - c. If a **3rd** incident should arise, the user and/or group will **forfeit future usage** of the building.
5. We do not provide **set-up or breakdown** for usage other than for **church events** (weddings are an exception when the Sanctuary needs to be set-up and re-done). Special arrangements

are available upon request and agreement. If you have questions about set-up, please contact the custodian or administrator.

6. Church **paper products** are NOT to be used for anything other than church events (i.e. youth events, Sunday School or Wednesday night meals, etc.). Private events MUST provide their own products, condiments, etc.
7. **No guarantee of facility availability** can be made until approved by the **scheduling secretary** or administrator **AND** placed on the church calendar.
8. All usage is on a **first come, first served** basis, apart from church/worship events.
9. The person/group using the facility is FULLY RESPONSIBLE for the repair or replacement of damaged items and agrees to reimburse the church for **ALL** costs associated with said repair or replacement as determined by the church administrator.
10. **NO ALCOHOL, NO SMOKING, AND NO FIREARMS** allowed on church property. Violation of this rule is grounds for immediate cancellation of **any** activity at the discretion of the senior pastor, administrator, or designee. **NO REFUNDS OF DEPOSITS WILL BE PERMITTED IF THIS RULE IS VIOLATED.**
11. There is **no fee** for the use of the building.
 - a. If a custodian is needed, please see the administrator to discuss any cost for or other arrangements. A custodian is NOT guaranteed to be available.
12. The **audio/video system** in the sanctuary is only to be used by authorized individuals.
 - a. If you require special assistance, such as the need for any equipment and/or **authorized persons** to run audio/video equipment, please contact the administrator or designee at least **2 weeks prior** to the event.
 - b. There will be standard **audio/video fee of \$75.00** for events such as weddings, funerals, and other related events. For events requiring a multiday event (such as rehearsals and weddings) an additional **\$75.00** per day fee is required.
 - c. If you wish for your event to be **live-streamed** there will be an additional **\$75.00 fee** (in addition to the audio/video fee) as this requires more personnel to operate. Please note: we do not provide videographer services other than live streaming.
 - d. All fees for audio video services must be paid **in advance** directly to the person providing the service and not to the church. Names of those assisting will be available from the church office or the administrator. (The payment may be left with the church secretary to facilitate connection.)
 - e. **NO GUARANTEE IS MADE AS TO THE AVAILABILITY OF INDIVIDUALS TO PERFORM THESE SERVICES. IN THE EVENT THAT THE SERVICES ARE PROVIDED BY CHURCH STAFF, THE SAME FEES APPLY AS THIS WILL BE WORK IN ADDITION TO THEIR REGULAR DUTIES.**
13. If you must **cancel** the use of the building, please contact the scheduling **secretary** as soon as possible. This will allow others to use the building, if needed.
14. If the user requires a key card for the building, you MUST negotiate with the **secretary** to pick up the key card at a time when **staff is in the building**. Failure to arrange for this will result in **forfeiture** of the building usage on the date in question. We will **NOT** be able to make arrangements to unlock the door or be here at times the church is not open to provide a key card.

I have read and agree to the above listed items. I understand that failure to comply with the terms above will mean future privileges of building usage will be revoked at the sole discretion of the Senior Pastor or Administrator.

Printed name of person reserving:

Signature of person reserving:

Date: _____ Staff person witness: _____

(Staff: Please retain this form with the reservation form and then give to administrator following event to process.)

Building Usage Request Form

First Baptist Church, Savannah, MO

Event (Required): _____

Purpose (Required): _____ Spiritual Growth _____ Evangelism _____ Administration
_____ Fellowship _____ Community Event _____ Gym/Room Use _____ Weddings _____ Other: _____

Scheduling Information

Event Start Date (Required): _____ End Date (Required): _____

Gym Access Time (Required): _____ End Time (Required): _____
(Access time includes set up time)

Key Needed? _____ Age Group Involved (Required): _____

Adult Responsible (Required): _____

Phone Number (Required): _____ E-mail: _____

Other ways to contact you: _____

Will any part of this event take place away from the church? (Required) _____ YES _____ NO

If "YES" please include the following:

Destination: _____ Destination Phone: _____

Please check here _____ and list on a separate paper if there are multiple destinations.

SEE NEXT PAGE TO RESERVE EQUIPMENT AND ROOMS

Publicity: Please indicate publicity choices below (Please attach a brief announcement for use which gives highlights such as time, date, speaker, etc.)

PLEASE NOTE: Private events will not be advertised unless approved by Administrator.

_____ *Enlightener* _____ Sunday Announcement

OFFICE USE ONLY

Date Form Received: _____ Received by: _____

Approved: YES NO Date Applicant Contacted: _____

NOTES:

Date Placed on Calendar: _____ Keycard # Issued: _____

Chairs/Tables

#	ITEM
	8' White Tables
	Folding Chairs
	Dividers

Audio/Visual

	Portable A/V Equipment
	CD/Cassette Player
	Portable Sound System
	Microphone
	Sanctuary Sound/Video (available if using Sanctuary) (authorized users only)

Display/Presentation Materials

	Large Bulletin Board
	Small Bulletin Board
	Metal Lectern
	Piano
	White Board Easel

Van or Bus (Church activities only)

	Small Van (7 Passenger Van)
	Large Van (25 Passenger Van)

