

First Baptist Church of Raytown
Facility Usage Information and Fees

- A ministry of First Baptist Church of Raytown –
September 2004

First Baptist Church wishes to make its facilities available to the community and to outside groups, programs and events whenever possible. For those activities, events and/or meetings, however, that are not a part of the ministry of the church, certain fees have been established for providing a church supervisor, custodial services (set-up/tear-down, clean-up, etc.), restroom supplies, electrical usage, heating and/or air conditioning, and other services which may be needed for the event. The established fees are to cover the cost of the facility use. The church shall pay no bonus, commission or incentive to any person associated with FBCR for bringing an event to the FBCR facility.

PRIORITIES

If a request for facilities use is made on same date, the order of priority is as follows:

1. Church programming, activities, events and ministries will always have first priority.
2. Church member requests will have second priority.
3. Civic and Community events will have third priority.
4. Other requests will have fourth priority.
5. Non church events will not be placed on the calendar more than six months in advance without the approval of the Director of Facility.

GUIDELINES AND RESTRICTIONS

1. Every person and/or group is expected to read, sign and abide by the guidelines and restrictions listed in this document (See page 3, entitled Facilities Usage Agreement.)
2. If a church ministry or member request conflicts with a previously contracted event, the contracted group may be asked to move to a different room within the facility. Priority for specific facility use will remain with contracted group.
3. All catering and beverage services shall be contracted through FBCR foodservice provider.

SUPERVISOR

Each outside group is to have a supervisor for the event/meeting. The supervisor is either a staff member or lay member of the church and is the liaison between the church and those in charge of the event/meeting. This person is available to give instructions, as well as to assist in any way possible. The fee for this person is \$20 per-hour, including one hour before the event/meeting is scheduled to begin and 30 minutes after the event/meeting is scheduled to end. The supervisor is assigned by the Director of Church Facilities who may waive supervisor and/or fee based on individual circumstance. Groups are to pay through the Business Office. **Note:** If event/meeting is sponsored by a Ministry of the Church, the Ministry Department Head, or his/her designee, will be the supervisor and no supervisor fee will be charged for the supervisor.

CUSTODIAN(S)

Each outside group will be assigned a minimum of one custodian. The fee for the custodian is \$25 per-hour, including 1 hour before the event/meeting is scheduled to begin and 30 minutes after the event/meeting is scheduled to end. An additional custodian will be assigned for every 250 anticipated to be in attendance. Example: 750 anticipated in attendance will be assigned three (3) custodians, etc. Custodians will be assigned by the Director of Church Facilities.

INSURANCE

Each outside group expecting an attendance of 500 or more is to provide proof of insurance in the amount of one million dollars and the church must be named as additional insured. Groups expecting less than 500 in attendance are to provide proof of insurance and the church is named as additional insured. All groups using the facility must intentionally secure, sign and place on file with the Director of Church Facilities a 'Hold Harmless Agreement' at the time of contract.

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FEES

1. Fees will be assigned to the Special Building Maintenance Fund.
2. Fees are to be paid with the Church Business Office or designee in full before being placed on the calendar.
3. No event will be placed on the church calendar without completing all required forms and prepaying all required fees.
4. A detailed listing of fees may be found on page 5 of this document.

TIME OF USE

Normal Schedule: The facilities may be available for use on Monday – Friday from 8 a.m. until 9 p.m., and on Saturday, 8 a.m. to 9 p.m. The facilities are not available for use on Sundays and/or Holidays. If facility is needed past 9 p.m. arrangements must be made at time of booking, which may result in a surcharge for rooms and/or spaces used.

Ministry Schedule: Facilities are available Sunday through Saturday 7am to 9pm. Facility closes at 10pm unless prior arrangements have been approved.

USER RESPONSIBILITIES

Rooms and Equipment: Users are expected to leave the facility in good, clean condition. Trash should be gathered up and placed in receptacles. Users are responsible for removing bulk trash, crates, pallets, packing materials, lumber, etc. associated with the event. Lights should be turned off and doors closed.

MISCELLANEOUS

Neither party shall be responsible for any failure of performance due to acts of God, governmental authority or accident.

CANCELLATION

User agrees that should it change it's meeting site to another venue or otherwise cancel this commitment the following refund schedule will apply to contracted fees: 80% at 6 months, 60% at 4 months, 40% at 2 months, 20% at 1 month.

All Rates Subject to Change Without Prior Notice

Rates include but are not limited to house lighting, climate control,
room set-up/tear-down and basic cleaning.

Questions may be directed to:

Director of Church Facilities, 816/778-1107

First Baptist Church of Raytown

10500 East 350 Hwy.

Raytown, MO 64138

816/353-1994, FAX 816/778-1134

E-mail: www.firstbaptistraytown.com

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Facilities Usage Agreement

1. Signing of this agreement shall constitute willingness to comply with all rules and regulations regarding the use of First Baptist Church facilities as set forth in the facilities usage agreement. Those using church facilities must use utmost care in the use of facilities and agree to protect, indemnify and hold harmless First Baptist Church and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the premises covered by this agreement. In the event of damage to church property, those using the facilities shall accept the amount of damage as estimated by the Property Committee and shall pay for such repair and replacement costs.

2. For children and youth events, there must be adequate adult supervision for all usage. Proof of adequate adult supervision will be required in order to satisfy fire and safety regulations. Proof of insurance in the amount of one million dollars must be provided for those groups of 500 and above and the church must be named as additional insured. For groups of 500 and below, proof of insurance must be provided and the church named as additional insured. A "Hold Harmless Agreement" shall be intentionally secured for all groups using the facility.

3. The Director of Church Facilities will process all requests for use of church facilities and will compute the application fees. Permission to hold the activity, event or class(es) at First Baptist Church will be subject to (1) the approval of the Director of Church Facilities as set forth in the facilities usage agreement, and (2) the availability of space and equipment. Special consideration will be given to requests endorsed by one of the various ministry areas of the church.

4. The transfer or passing on of permission to use church facilities to those other than to which this agreement was made is strictly prohibited.

5. Should attendance exceed the capacity agreed upon for any space in this agreement, additional costs may be incurred. The decision of the Director of Church Facilities on all safety issues shall be final.

6. When using the church's Worship Center, a coordinating meeting shall be scheduled at least thirty (30) days prior to the event with the church supervisor of the event and Director of Church Facilities, in person or by phone in order to provide a full and detailed outline of the event (or diagram) of all required equipment and the placement of this equipment. The supervisor's actual time involved in such meeting(s) will be assessed at the current fee schedule rate for such personnel. The usage of church equipment is subject to the approval of the Director of Church Facilities. Failure to attend this meeting will nullify contract and fees will be returned within the following 30 days according to the facilities usage agreement cancellation policies.

7. Church equipment in the Worship Center must be operated by church technicians approved and trained by the Director of Audio/Video Ministries. Charges for technicians are listed in the fee schedule. Technicians are to be paid through the Business Office in advance.

8. Rehearsal dates and times or move-in or move-out dates and times must be arranged by the supervisor in consultation with the Director of Church Facilities and will be subject to availability of the premises and available storage space.

9. No paints, tapes or glues may be used, nor carpentry, electrical or other construction works done on the premises without prior clearance with the Director of Church Facilities.

10. No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside the church without the approval of the Director of Church Facilities.

11. All scenery or props must be free-standing. No nails, screws or stage hooks may be used in the worship center or elsewhere on the church premises, without the approval of the Director of Church Facilities.

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12. No oil base paint, flammable liquids, fire producing chemicals, and/or open flames in any form may be used in the worship center or elsewhere on the church premises, without the approval of the Director of Church Facilities.

13. No furniture or equipment in the church may be moved without the knowledge and permission of the Director of Church Facilities.

14. Food and/or beverages are not to be taken into or consumed in the worship center and/or lobbies.

15. The supervisor of the event and Director of Church Facilities shall, at any time during setups, rehearsals, performances or take down, have immediate access to any area of the church facilities being used.

16. The Director of Church Facilities shall have the right to determine and acquire the use of outside security and firemen in the event they are required. Charges for these services will be added to usage fees

17. No event shall be held for the purpose of endorsing any political party or political agenda.

18. No events shall be held that: promote anti-Christian values or teachings, teach anti-Baptist doctrine, endorse actions that oppose FBC Raytown's statement of faith, promotes reincarnation or satanic beliefs.

19. No smoking or tobacco is allowed in the church facilities. No alcoholic beverages or drugs are to be brought onto church property.

20. The supervisor is a supervisor only and not an agent of the church. The supervisor will be available to answer questions and make sure that these rules and policies are followed and that equipment requested is available and running properly.

21. General lighting for the Worship Center, one stand microphone and house lights are included in the agreement – if required. A minimum of one technician will be required for all programs, activities and events that need these services.

22. The use of church Audio/Video equipment beyond that mentioned above must be done in coordination with the Director of Audio/Video Ministries and the appropriate fees applied to this agreement.

23. The church reserves the right to schedule other activities and events in other parts of the building.

24. Those using church facilities must confine themselves to permitted areas and to the equipment agreed to under this agreement. It is not permitted to take tables and/or chairs from other room and/or areas of the church.

25. Church equipment, ie., TV/VCR, projectors, screens and/or sound equipment is subject to availability and approval and must be included in the agreement. Additional fees may be assessed.

26. Church nurseries and childcare facilities are not available to activities, events, programs or classes that are not a 'Ministry of the Church'.

27. The facility is to be in the same or better condition when departing as when arriving.

28. Failure to honor the above regulations may result in additional custodial and/or restitution fees.

Signature: _____
Representative of Organization Date

Hold Harmless Agreement

In consideration of the permit to use the FBC-Raytown facilities hereinbefore described, the undersigned user hereby agrees to indemnify, defend and hold FBC-Raytown harmless from and against any claims, actions or demands alleging that FBC-Raytown has any liability to any third party arising from the subject use of the facilities. FBC-Raytown is not liable for any direct, indirect, incidental, special or consequential damages, including loss of profits, revenue, data or use or cost of procurement of substitute services or goods incurred by user or any third party, arising out of the use of the premises permitted herein. Such indemnity extends to the First Baptist Church of Raytown, its members, agents, employees, successors and assigns.

Signature: _____
Representative of Organization Date