

# Use of First Baptist Church Facilities — Agreement



First Baptist Church, 321 West Main Ave  
Taylorsville, NC 28681  
828-632-4225

Date of Event \_\_\_\_\_ Hours of Duration (AM-PM) \_\_\_\_\_

1. Name of event: \_\_\_\_\_ Number people expected \_\_\_\_\_
2. Describe in detail the event & purpose: \_\_\_\_\_  
\_\_\_\_\_

Exact area/rooms/tables/chairs/equipment requested for the event: \_\_\_\_\_  
\_\_\_\_\_

List each activity included in event: \_\_\_\_\_  
\_\_\_\_\_

Additional information about the event: \_\_\_\_\_

3. I agree to coordinate all the event bookings, questions, and payments through the Church office.
4. I understand all room preparations, including the setup of all tables, chairs, and post event cleaning requirement , are to be done only by the Custodian of First Baptist Church and/or under the supervision of Church Staff. Cleaning fee for this service are to be determined for each event by the Custodian. Custodial cleaning fees are not Part of the rental agreement. Contact with Custodian can be made through office. (FOR OFFICE: Estimated HR \_\_\_\_\_)
5. If use of the kitchen is required for ANY part of the event, the Food Service Director or their designee must be present. The FBC Food Service Director is licensed by NC Division of Environmental Health and is available to Provide catering services.

Any and all caterers serving events in the Christian Life Center MUST be licensed by the NC Division of Environmental Health. The caterer's Establishment ID Number \_\_\_\_\_ and Sanitation Rating \_\_\_\_\_ with Dated Inspection \_\_\_\_\_. Form must be listed herein and posted at the event.

In the event the Food Service Director is NOT the caterer for the event, all Food Service Regulations (*which are posted*) must be strictly followed. Any violation of these regulations will result in additional billing for the work done by the Food Service Director or Assistant, such as cleaning, rearranging supplies, etc. to return the kitchen to the kitchen to its pre-event state. Charges for catering are not included in this agreement; catering payment is made to Food Service Director. (FOR OFFICE: Estimated hours kitchen open \_\_\_\_\_ hrs)

6. Should renter need the services of the FBC sound/light/projector technician for event; arrangements and compensation will be made directly to technician through the office. Only a trained technician may use Church equipment.

—— My signature below indicated that I agree to pay the total costs for all damages to the Christian Life Center, Davis Hall and First Baptist Church that result from the use of the facility for the event listed above,

—— My signature below also indicates that I have read and agree to adhere to all the Rules and Regulations Stated in page 1 and 2 of this contract; and Food Service Regulations, if applicable, and included in this Contract

**I HEREBY AGREE TO EACH AND ALL OF THE CONDITIONS OUTLINED IN THIS CONTRACT.**

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

# First Baptist Church Rules and Regulations for Use of Church Facilities

## FBC Members and Non-Members

1. Any request for use of Church Facilities including Davis Hall must be scheduled through the church office.
2. No use of Davis Hall or Church Facilities will be allowed without completing **Facilities Agreement form**.
3. Smoking is prohibited inside any church building or in the Prayer Garden. No alcoholic beverages will be allowed on church premises at any time.
4. No items can be placed on or attached to the walls of Davis Hall or any of the facility. A limited number of easels are available for this use — inquire at *office*.
5. No equipment, furniture or supplies may be borrowed from the church or Davis Hall without approval. Linens will not be provided by Church. Church members only may use the hospitality linens at the church.
6. All scheduling and payment of fees will be done through the church office.
  - a. Custodial Fee will be charged for each event according to Custodian Fee Schedule. The Custodian or Church Staff must supervise the setting up of tables and chairs for each event in Davis all. This fee will be for both church member's and non-church members.
  - b. If the kitchen is used, the Food Service Director or their designee [Kitchen Committee] must be in attendance at the event, and a fee will be charged to cover their time.
  - c. If the sound system is needed, a member- of the Sound Committee must be present to operate the equipment. This will also carry a fee.
7. There will be no charge for the use of the Sanctuary, Davis Hall or the Fellowship Hall for church members and immediate family (i.e. children, grandchildren) for such events as weddings, receptions, anniversaries, and birthdays, parties, etc. No church member may secure the Church Facilities for a non-member. Extended family and friends. A donation is suggested to help defray the cost of utilities.
  - a. To reserve the use of facility, a 50% deposit fee is required at the time of booking, with the balance due 30 days after the event. If less than 30 days to the event, all fees are due at booking
  - b. Custodian, Food Service Director, and Sound Technician fees will be paid when fees are determined or with final payment for use of facility is made.
8. All church related events will receive scheduling priority. The church calendar is usually set in January and in July for the coming 6 month period.
9. The Facilities Use Committee must approve use of Church Facilities by a CHURCH MEMBER or non-church member, and FBC staff.
10. No athletic events or any activities in Davis Hall will be permitted without the supervision of staff or church members on site. Members or staff on site for event listed on page 1 is \_\_\_\_\_
11. The Facilities Use Committee will determine the fees for the requested event, using current fee schedules provides a guide. Fees will be collected by church office (*no charge for stage, piano, furniture, ice*).

Rental of Davis Hall –Christian Life Center:	\$300.00 Per Day	Rental of First Baptist Church
Rental of Kitchen & Equipment:	\$150.00 Per Day	Dinner-ware to non-members
Rental of Sanctuary:	\$300.00	<u>\$1.00 per person</u> for the China,
Rental of Fellowship Hall /and Kitchenette:	\$100.00 Per Day	Glassware and Silverware.
Custodial Fees \$40.00/Hourly	Food Service Fees \$40.00/Hourly	(Place setting: Plates, salad
Sound Technician \$50.00 Fee		bowl, cup & saucer, glass , fork,
		spoon, knife.)

**(Athletic /gym practices is \$20.00 Per hour/FBC Members make a donation)**

**For FBC Church members using the facilities for any event, form must be approved, and donation is suggested to help Defray Cost.**

**(Arrangements for renter decorating and entrance to the facility is handled through FBC staff; no keys given.)**