

Date Received: _____

St. John Baptist Church Facility Use Policy

AGREEMENT FOR USE OF CHURCH FACILITIES

This agreement between St. John Baptist Church and _____
Organization or Individual in charge

_____, () _____
Address Telephone number Email address

For the use of: ☐ Commons (Upstairs)
☐ Classrooms
☐ Sanctuary
☐ Fellowship Hall
☐ Kitchen
☐ Other:

Total number of expected
participants/attendees: _____

Date: _____
Day of week Month Day Year

When will your event/program begin?
(Include set up time)
Start Time: _____

When will your event/program end?
(Include clean up time)
End Time: _____

Description of Activity:

Equipment Request:

St. John Baptist Church agrees to let User use the above described premises for the above described purpose provided that the following terms and conditions are met:

- ❖ User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the St. John Baptist Church, which is a biblically-based religious institution.
- ❖ User agrees to abide by any rules or regulations for the use of the premises.
- ❖ User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending user's function at the above described facilities.
- ❖ Organizational Users: User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises.
- ❖ User agrees to hold harmless, indemnify and defend St. John Baptist Church from any and all liability which may result from any person using the building, its entrances and exits, and surrounding areas for Users purpose.

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- ❖ User agrees to hold harmless, indemnify and defend St. John Baptist Church (including SJBC's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.
- ❖ The users will discourage members of its group from using and going to other parts of the facility that have not been scheduled for use.
- ❖ User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use.
- ❖ User agrees to refrain from using the stove and/or oven to cook during the use of the church.
- ❖ All Fire and Safety ordinances must be observed; there shall be no overcrowding of the church. The seating capacity of the sanctuary is 280 persons. For serving purposes the capacity of the Fellowship/Dining Hall is 125 persons.
- ❖ No church equipment may be moved (including speakers, microphones, drums, keyboards etc.)
- ❖ Only Saint John Technology Ministry members may operate the sound system.
- ❖ No outside equipment may be brought into the church without prior authorization by St. John Trustees
- ❖ All food and drink must be limited to the Fellowship Hall.
- ❖ No alcoholic beverages or controlled substances are allowed on church property. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
- ❖ No smoking is allowed in the church building or on the grounds.
- ❖ There are additional guidelines for Weddings and Funerals.

I have read and understood the rules and regulations governing the proper use of St. John Baptist Church property as outlined by the St. John Baptist Church Trustee Board.

Signed this _____ Day of _____
Date Month Year

Signature of Group Representative

Please Print Name

Authorized Persons Title

Trustee's Approval:

Trustee's Signature

Date of Approval

Date Received: _____

FEE(DONATION) AGREEMENT FOR USE OF CHURCH FACILITIES

- ❖ There will be a one-time Facility Use and Janitorial Fee of **\$150.00**.
- ❖ ***All fees should be paid by money order or cashier's check.***
- ❖ There will be a **\$150.00** *refundable fee for use of the church property by members and non-members.
 - *Note: \$150.00 Refundable Fee will be returned the following week provided the Agreement For Use of Church Facilities was adhered to, there is no damage to the property, and no other charges have been incurred after Trustees have determined that no items have been broken, damaged or misplaced during the event.
 - *Note: There will be an additional fee for specific Wedding and Funeral needs.

Are you a member of St. John Baptist Church? ☐ YES ☐ NO

I have read and understood the Fee (Donation) Agreement governing the proper use of St. John Baptist Church property as outlined by the St. John Baptist Church Trustee Board.

Signed this _____ Day of _____, _____
Date Month Year

Signature of Group Representative

Please Print Name

Authorized Persons Title

Deacons's Approval:

Deacon's Signature

Date of Approval

Trustee's Approval:

Trustee's Signature

Date of Approval