

SAINT JOHN BAPTIST CHURCH

1397 Penniman Road · Williamsburg, Virginia 23185 · (757) 229-0759

Facility Use Agreement

Church Clerk clerk@williamsburgsjbc.org · Deacon Board deacons@williamsburgsjbc.org
Trustees / Facility Management trustees@williamsburgsjbc.org · Finance Office finance@williamsburgsjbc.org

OFFICE USE

Date received by Church Clerk

Request no.

SECTION A — WHO IS REQUESTING

Organization or individual in charge

Mailing address

City, State, ZIP

Person responsible on site (name and cell)

Is the requester a member of SJBC?

☐ Yes

☐ No

Telephone

Email address

Expected attendance

SECTION B — SPACE REQUESTED

☐ Commons (Upstairs)

☐ Sanctuary

☐ Fellowship Hall

☐ Classrooms

☐ Kitchen

☐ Other:

Fire and safety capacity: Sanctuary 280 persons; Fellowship / Dining Hall 125 persons for serving purposes. All Fire and Safety ordinances must be observed; there shall be no overcrowding.

SECTION C — DATE AND TIME OF USE

Day of week

Month

Day

Year

Start time (set-up)

End time (clean-up)

SECTION D — ONE-TIME OR RECURRING USE

☐ One-time use

☐ Recurring / multiple dates (complete the rest of this section)

Frequency: ☐ Weekly

☐ Monthly

☐ Bi-monthly

☐ Quarterly / Bi-annually

☐ Daily / consecutive

Other pattern:

Series start

Series end

Total

Recurring and multiple-date requests are approved by the full Trustee Board, with the Joint Board informed, rather than by Facility Management Committee sign-off alone. The Deacon ministry and mission review still comes first. The \$150.00 Facility Use / Janitorial Fee applies per occurrence.

SECTION E — THE EVENT

Description of activity

Equipment requested (no church equipment may be moved; only Technology Ministry members operate the sound system)

Terms and conditions of use are set out on the pages that follow. Please read them before signing.

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Terms and Conditions of Use

Requester

Date received

TERMS AND CONDITIONS

- User will not use the premises for any purpose contrary to the mission, purpose, or belief of Saint John Baptist Church, a biblically-based religious institution.
- User agrees to abide by any rules or regulations for the use of the premises.
- User is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending User's function.
- Organizational Users: User warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000, and will provide a certificate of insurance to the Owner at least seven (7) days prior to first use, naming Owner as an "additional insured."
- User agrees to hold harmless, indemnify, and defend Saint 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 User's purpose.
- User agrees to hold harmless, indemnify, and defend SJBK (including its agents, employees, and representatives) from any liability for injury or damage — including illness, exposure to infectious or communicable disease, bodily, personal, or emotional injury, or property damage — regardless of whether it results from the negligence of the Owner or otherwise.
- Users will discourage members of their group from using or going to other parts of the facility not scheduled for use.
- User is responsible for preparing for use and returning to pre-use condition all areas of the premises used.
- User agrees to refrain from using the stove and/or oven to cook during use of the church.
- All Fire and Safety ordinances must be observed; there shall be no overcrowding. Sanctuary seating capacity is 280 persons. For serving purposes, the Fellowship / Dining Hall capacity is 125 persons.
- No church equipment may be moved (including speakers, microphones, drums, keyboards, and the like).
- Only Saint John Technology Ministry members may operate the sound system.
- No outside equipment may be brought into the church without prior authorization by Saint 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 will not use the premises for any unlawful purpose and will obey all applicable laws, rules, and regulations.
- No smoking is allowed in the church building or on the grounds.
- There are additional guidelines for Weddings and Funerals. Funeral services follow the separate Funeral Policy and do not require a Facility Use Form; where a non-member requests use of church facilities for a funeral repast, the Church Clerk begins this process.
- Approval is given for a specific space and time. Saint John Baptist Church may schedule other approved uses in other areas of the building at the same time.
- Once a request is approved and entered on the calendar in black, it will be honored. Ministry precedence applies at the time of scheduling and is not a basis for displacing a request already approved.

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

Signature of group representative (type to sign, or leave blank for wet signature)

Day

Month

Year

Please print name

Title

TRUSTEE / FM COMMITTEE APPROVAL — trustees@williamsburgsjbc.org

Trustee signature

Date of approval

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Fee (Donation) Agreement for Use of Church Facilities

Requester

Date received

FEE (DONATION) AGREEMENT

- There will be a Facility Use and Janitorial Fee of \$150.00. For recurring or multiple-date use, this fee applies per occurrence.
- There will be a \$150.00 refundable fee for use of the church property, by members and non-members alike.
- All fees should be paid by money order or cashier's check. Fee payment is coordinated through the Finance Office at finance@williamsburgsjbc.org.
- The Facility Use / Janitorial Fee and the refundable fee are paid as two separate money orders or cashier's checks, and are not combined into one. Keeping them separate is what lets the Church account for each correctly and return the refundable fee without argument.
- The \$150.00 refundable fee will be returned within fourteen (14) days of the walkthrough, 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 the Trustees have determined that no items were broken, damaged, or misplaced during the event.
- Both are deposited when received. The refundable fee is not spent and is not treated as income; it is recorded as money the Church is holding to the user's credit until it is returned or applied to a charge. The Church does not hold uncashed money orders, which is ordinary good practice and keeps the money on the books where it can be accounted for.
- The refundable fee is returned by check of the Church, through the same voucher process used for every disbursement, within fourteen (14) days of the walkthrough. Collect it at the Church Office or have it mailed, as the user chooses.
- There will be an additional fee for specific Wedding and Funeral needs.

AMOUNT DUE — completed by the Facility Management Committee

Facility Use / Janitorial Fee	Number of occurrences	Refundable fee	Total due

	How should it be returned?
Return the refundable fee to (name on the money order or check)	☐ Collect at the Church Office
	☐ Mail to the address in Section A
Additional wedding or funeral fee, if any	

Member of SJBC? ☐ Yes ☐ No

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

Signature of group representative (type to sign, or leave blank for wet signature)	Day	Month	Year

Please print name	Title

TRUSTEE / FM COMMITTEE APPROVAL — trustees@williamsburgsjbc.org

Trustee signature	Date of approval

FINANCE OFFICE — finance@williamsburgsjbc.org

Use fee received	Instrument no.	Refundable fee	Instrument no.

Receipt no.	Date received	Fee deposited on	Refund voucher no.

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Office Use Only — Workflow Record

This page follows the Facility Use Request Workflow. Each step is initialed and dated by the person named. It is not completed by the requester.

Requester	Space	Event date

STEP 1 — FIRST CONTACT · Church Clerk · clerk@williamsburgsjbc.org

Form provided and approvals explained to the requester.

Clerk	Date

STEP 2 — FORM RETURNED AND LOGGED · Church Clerk

Completed form received. Date and room entered on the calendar in RED (tentative). Copy emailed to the FM Committee Chair. Form routed to the Deacon Board.

Clerk	Date logged	Room on calendar	Hold expires

STEP 3 — MINISTRY AND MISSION REVIEW · Board of Deacons · deacons@williamsburgsjbc.org

The Deacons review every request, one-time or recurring, for fit with the spiritual purpose and mission of the church. A request does not proceed to facility approval until the Deacons have supported it.

			☐ Supported
Deacon	Date of review	Meeting date	☐ Not supported

STEP 4 — FM COMMITTEE CONFIRMS WITH THE REQUESTER · trustees@williamsburgsjbc.org

Space and location, logistics, insurance certificate, and fees confirmed. Conflicts checked by space and shared resource, not merely by day.

FM Committee	Date	Certificate of insurance received

STEP 5 — SUPPORT COORDINATED · FM Committee with Trustees and area leads

Setup, A/V, monitors on site during the event, and other needs arranged.

Coordinated by	Date	Monitors assigned

STEP 6 — FINAL APPROVAL OR DECLINE · FM Committee, Clerk, and Finance Office

If approved: FM Chair notifies the Church Office; the Clerk changes the calendar entry from RED to BLACK; fee payment is coordinated with the Finance Office. If declined: the Clerk notifies the requester, offers alternative dates where possible, and removes the red entry.

			☐ Approved
FM Chair	Date	Calendar changed to black by	☐ Declined

RECURRING AND MULTIPLE-DATE REQUESTS ONLY — action of the full Trustee Board

	☐ Approved	☐ Denied	
Date of Trustee Board action			Joint Board informed on
Term approved through	Notes		
Deposit returned — date	Walkthrough completed by	Charges assessed, if any	Returned by
☐ Pick-up	☐ Mail		