

OLD LIBERTY MISSIONARY BAPTIST CHURCH, INC BUILDING USE AGREEMENT

The Church Building/Sanctuary or Fellowship Hall on decision of the church staff shall be made available to individuals and groups whose purpose is consistent with the church's mission in the community and as the church calendar permits. Request for permanent use of the building shall be referred to the **Pastor and the Board of Trustees**. The Board of Trustees provides the following guidance for the church staff and individuals and groups using or requesting use of the church buildings especially the Fellowship Hall.

Precedence

Regularly occurring and occasional Old Liberty Baptist Church events, programs and Church sponsored activities will have priority over non-church sponsored activities.

1. Auxiliaries within the Church.
 1. Special meetings, activities and programs of other church organizations require first checking with the Pastor for approval and then the Calendar person to avoid conflict with other events and to have the meeting recorded on the church calendar.
 2. All requests for use of the church facility shall be made by completing the attached application and submitting it to the Chair Person of the Trustee Board who will confirm if the requested facilities are available on the date requested.
 3. The Trustees shall evaluate the request for consistencies with the church's policy.
 4. The church office shall maintain a calendar of facility use and keep all applications on file.

Prohibited Activities The church buildings may not be used for any **events that will**

- Political Groups
- Gambling
- Unwedded baby showers
- All illegal activities
- Activities not specified in request for building usage.
- No Food or drink allowed within sanctuary

Fees

A user fee will be required from **non-church** individuals and unrelated church organization or groups' use of church facilities. The user's fee covers the water, gas, and electric power used for heating, lighting, and operation of air conditioning system and maintenance.

- A nonrefundable rental fee shall be **\$500.00** for four hours usage for non-church, inactive members or organizations and unrelated church activities. This fee is due upon approval and signing of this agreement.
- A nonrefundable attendant fee of **\$75.00 per day** (if user requests access prior to the day of the event for preparation). A member of board of trustees will be required to be present when the building is in use by a non-church individual or group.
- A refundable clean up fee deposit of **\$150.00** maybe returned after proper clean up and approval. The attendant fee and clean up fees are due no less **than two days prior** to the event.

Active Church members may use the fellowship hall for Family Reunions, etc. (an active member is considered as active if regular in attendance and have met their financial obligation as deemed by the church (currently \$500.00 in a rolling 12 months). A deposit of \$100.00 will be required and will be returned upon proper clean up and approval.

Note: Lifelong, elderly and faithful members who are sick and/or in a rest home and have attended and supported the church regularly prior to their inability will classified as an active member. **A deposit of \$100.00 will be required and will be returned upon proper clean up and approval.**

Active Member will be responsible for turning off lights, returning any equipment used to its original condition and location, and locking all exterior doors.

OLD LIBERTY MISSIONARY BAPTIST CHURCH, INC
BUILDING USE AGREEMENT

Premises Inspection:

Prior to signing for the use of the church's building, an inspection of the premises, documenting any existing conditions must be noted in writing and acknowledged by the user and the Trustee Chairperson.

Responsibility

The person signing this Agreement is responsible for any damage or claims of any kind whether to persons or property from any incidents arising during the use of the church buildings and/or property.

The person signing this Agreement is responsible for reading and signing this contract prior to the event. All arrangements for use and all payments should be made through the church Chairman of Trustees.

Old Liberty Baptist Church assumes no responsibility for failure of the plumbing, lighting, and heating and air conditioning systems to operate properly, and user hereby releases Old Liberty Baptist Church from all damages or claims of every kind that may result from such failure.

Restrictions

- No fish and hog chitterlings are to be cooked in the fellowship hall kitchen
- Smoking is prohibited within all church buildings and directly in front of any exit
- No alcoholic beverages may be served on the church premises including (weddings, funerals and other receptions offering refreshments) – No moving of furniture or equipment without consent.
- No inappropriate music shall be played within all church building
- No blocking or obstructing EXITS access – Activities must be confined to the areas noted in the Agreement
- Must not exceed building OCCUPANCY CAPACITY limits

Kitchen Use: (must be applied for on the application and approved).

- All persons or groups using the kitchen will be expected to leave it in a clean, sanitary condition. (This includes stove, sinks, counter tops and floors.)
- All dishes, silverware, glassware and **equipment authorized to be used will be washed**, dried and returned to their original location.
- Hot items from the stove or oven must not be placed on counter tops without insulating protection beneath them.
- Trash disposal is the responsibility of the group using the facility. Trash containers are to be emptied and the liners replaced. Trash is to be bagged and securely tied and placed in the Waste Industries garbage container.
- Soiled dishcloths and dishtowels are to be collected and placed next to the sink for washing. It is preferred that an individual from the group take these home, launder them and return them to the proper drawer in a timely manner.
- Commercial catering services and individuals providing such services are required to furnish their own supplies and utensils. They are permitted use of the stove for **warming food only**, sinks, refrigerator and work surfaces. They are required to clean all equipment used and are required to remove all trash they generate, from the premises.
- Do not leave unused food in the refrigerator or freezer.
- Breakage of equipment or dishes must be reported to the Trustee attendant. Costs of replacement or repair of the broken items are the responsibility of the user.
- Groups and individuals from outside the church must furnish their own consumable supplies.

Decorations

Fellowship Hall Use:

- All decorations must be freestanding or hung by a device (e.g. fish line) from the ceiling tile framework.
- All spills on the floors must be promptly cleaned up with appropriate materials.
- All decorations must be removed promptly after the event

Sanctuary Use:

**OLD LIBERTY MISSIONARY BAPTIST CHURCH, INC
BUILDING USE AGREEMENT**

- Decorating of the sanctuary shall be done in such a way that pews or other furnishing are not marred or damaged. (The decorations should be of good and appropriate taste and approved by the wedding coordinator.)
- Use of candles must be approved (dripleless only).

Release and Indemnification:

The User agrees to indemnify and hold harmless Old Liberty Baptist Church, its trustees, employees, ministers, members, board officers, board members, trustees, and the Assemblies of God from all such damages and claims of every kind.

OLD LIBERTY MISSIONARY BAPTIST CHURCH USE AGREEMENT and RELEASE FORM

Name of Organization: _____ Responsible Person: _____

_____ Address: _____

_____ Contact Person's Name: _____

_____ Day Phone: _____ Fax: _____ Email: _____ Cell _____

Phone: _____ Organization's Purpose: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____ Frequency: One Time Only

Weekly Monthly Other: _____ Which day of the week: Mon Tue Wed

Thurs Fri Sat Sun

General Information Describe in detail the type of event you would like to bring to our church building:

I have been advised to read this document carefully before signing. I have thoroughly read the contents of this Agreement** and agree to the terms stated in each area. The information I have completed is accurate to the best of my knowledge.

Print Your Name Phone Number

Requester's Signature Date

Old Liberty Missionary Baptist Church Authorized Signer

Policy Effective 7/29/2016