

Facilities Use Agreement

The primary function of the Troy First Baptist Church (TFBC) facilities is to serve as a gathering place for our church and its members and to conduct regular church business. In wanting to share and be generous with the blessings we have received; consideration will be given to those requesting the use of our facilities. It is the intent of this policy to set guidelines for individual TFBC members, local groups and local organizations which request the use of TFBC facilities. **TFBC facilities will not be rented to non-members (individuals).**

Definitions

- This “Facilities Use Agreement” pertains to all buildings and grounds of Troy First Baptist Church (TFBC) as well as all other assets located on the premises which are utilized for purposes other than to conduct the business of the church.
- “Local groups and organizations” refer to entities which TFBC chooses to minister to, for community outreach purposes. This includes but is not limited to, kids/youth sports league teams, school functions, city and county functions

Objectives

The objectives of the “Facilities Use Agreement” are to:

- Ensure that all parties who have access to the church property and facilities have agreed to the expectations and responsibilities associated with access.
- Ensure that access to church property is predicated on the ability and agreement to uphold the mission and values of the church.
- Uphold the policy of Troy First Baptist Church that our baseline for granting permission for the use of facilities be that any activities or other uses hold up to the beliefs of Troy First Baptist Church. After that, provided all criteria have been met, permission may be granted.
- Provide a basis for the approval (or denial) of requests for access, which are either short or long-term.
- Provide a mechanism to maintain records of who has access to the facilities and when.
- Ensure that requests for access to the church and property do not conflict with church activities and functions and that church functions will take priority over any written request and may result in cancellation of the request.
- Ensure that groups’ and organizations’ liability insurance is updated and a copy of the certificate is on file with TFBC

Responsibilities

- The Office Manager is responsible for facilitating the processes outlined in this policy. In the case of absence, the backup will be the person filling in for the Office Manager.
- The TFBC Ministers are responsible for approving and signing off on the local groups and organization agreements. They must decide the fees based on the term of use and facilities requested. The rest of the process is facilitated by the Office Manger as stated above
- The TFBC ministers should also give guidance and assistance to the Office Manager when handling difficult situations that may arise during facilitating this process
- The Senior Pastor is responsible for enforcing this policy in its entirety

Exemptions

Troy First Baptist Church sponsored functions and activities are exempt from this policy. These events are governed by church staff and volunteers

Policies and Expectations

- All individual members, local groups and organizations, desiring to use our church facilities for non-church sponsored events, must read the “Facilities Use Agreement” in its entirety, complete the attached “Facilities Use Request Form” in its entirety, sign the agreement and submit it to the church office. Requests must be approved by the Office Manager or ministers as applicable
 - Requests may or may not be granted
 - Requests are considered in the order received.
- Troy First Baptist Church functions and activities have priority over All usage requests.
- TFBC reserves the right to cancel use of the facilities at any time. TFBC will strive to give at least two weeks advance notice to the individual who reserved the facility
- Unforeseen events such as funerals may cause a previously scheduled event to be canceled or postponed
- All Deposits and Fees must be paid in advance of the event. No reservation will be made until payment is given to the Office Manager and payment is Noted “Paid in Full”, Dated and Signed by the Office Manager in the NOTES field at the bottom of the “Facilities Use Request Form”
- Deposits are required to encourage adherence to policies and to cover any expenses as a result of any of, but not limited to, the following:
 - Any damages to the property
 - Items not completed per the “Facilities Use Cleaning List”
- Battery/Electric lights and candles are preferred for use in the facilities. Any open flame candles/lights must be situated in such a way that the wax does not drip onto floors and furniture. (Floating candles, tall glass vases.)
- Devices that may overload electrical circuits, or anything else that might be deemed a fire hazard is prohibited.
- No alcoholic beverages or controlled substances are allowed in the building, in the parking lot, nor anywhere on TFBC Property. Smoking is not allowed in any part of the building or immediately outside our facility.
- Nothing may be attached to walls, pews, ceilings, or floors that might damage them. All decorations must be removed.
- Renters are required to remain in areas specified in the agreement and are responsible for keeping group participants confined to those areas.
- Following the event, all items listed on the “Facilities Use Cleaning List” must be completed and all keys returned. Keys can be placed in the office key drop box or given directly to Office Manger
- Deposits will only be returned upon facility inspection and receipt of all keys. The Office Manager is responsible for verifying adherence to the “Facilities Use Cleaning List”, receipt of all keys and returning the deposit to the renter if applicable
- Troy First Baptist Church reserves the right to retain the deposit and if applicable, pursue additional reimbursement for any damages, exceeding the deposit amount, caused during the rental period
- Each separate usage of the facilities will require a new “Facilities Use Agreement” along with a new “Facilities Use Request Form” to be completed and applicable rental fees and deposits.
 - Exception to this will be long-term agreements documented and signed by TFBC Church Staff Ministers (See section “Groups and Organizations”)
- All completed “Facilities Use Request Forms” must be scanned into digital format and stored on the TFBC Server. It is suggested that each file be named using the naming convention of “*Applicant Name_Date*” for easy record retrieval.

Policies and Expectations (con't)

Fees

See "Facilities Use Fee Table" to determine the fees applicable to each facility

Cleaning

See the "Facilities Use Cleaning List" for cleaning expectations

Liability

TFBC assumes no responsibility for the use of the building and facilities by the tenant and has no liability to the user for such use, and further the user agrees to indemnify and hold TFBC harmless from all third-party claims, liability or damages arising out of such use.

Groups and Organizations

- A TFBC Member must "sponsor" the local group or organization wishing to use facilities
- The TFBC Member will be responsible for meeting the expectations outlined in this policy and must sign the "Facilities Use Request Form"
- Groups or organizations are responsible for their liability insurance, listing Troy First Baptist Church as a covered location
- A copy of the group/organization's certificate of liability insurance must be provided prior to the date upon which the group/organization begins to use the premises
- Any group/organization seeking long-term use of a facility must discuss and gain agreement from TFBC Church Staff Ministers
 - Minister's signature, Date and Description of the Agreement for long-term use should be present in the NOTES field at the bottom of the "Facilities Use Request Form". Notes must include the fees and deposits required
- All Deposits and Fees must be paid in advance of the event. No reservation will be made until payment is given to the Office Manager and payment is Noted "Paid in Full", Dated and Signed by the Office Manager in the NOTES field at the bottom of the "Facilities Use Request Form"
- All rules and expectations of this policy apply to each and every event in the long-term agreement

Use for Funeral Services

Those requesting use of the TFBC facilities for funeral services must make arrangements with the TFBC Ministers. Facility use for Funeral Services may be exempt from fees and deposits



Facilities Use Request Form

Complete form and return it to the Office Manager in the Church Office to request approval.

1. _____
(Group or Individual Requesting Use)

2. Address: _____ Phone: _____

3. Date(s) Requested: _____ Time: _____ -- _____
(If recurring, leave blank and fill in below) (include prep and clean up)

4. If recurring – Start Date: _____ End Date: _____ # of Occurrences _____

5. Person in charge and present: _____

6. Explain activity to be held: _____

7. Estimated number of people involved (# of adults, # of children): _____

8. Facilities/Rooms Needed (please check all rooms you plan to use):
____ Gym ____ Fellowship Hall ____ Kitchen ____ Parking Lot /Yard ____ Wedding Package (#)

10. Equipment Use Request: What and Where? _____
(If used, Staff or Trained Church Volunteer must be present to operate audio system, computers and projector)

Your signature on this form indicates acceptance of all expectations and responsibilities as stated in the preceding pages.

Name (Print) _____ **Phone #** _____

Signature _____ **Date** _____

Address: _____ **E-mail:** _____

This policy is applicable to use the Troy First Baptist Church facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use, of church facilities. This agreement supersedes all prior oral or written statements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, restrictions and other provisions of this policy without the express written approval of the Properties Committee and TFBC Staff.

NOTES: _____

Facilities Use Cleaning List

- Remove all food from premises immediately following event.
- Check fridge for leftover EVENT food and remove it from premises
 - If you wish to donate any items, they must be unopened items.
- Clean all surfaces used for food preparation, serving, and eating.
- Sweep/mop hard floors
- Wash used dishes, dry and put away.
- Verify stove / ovens are turned off
- Verify all faucets (kitchen and bathrooms) are turned off
- Empty all trash bins used - even if not full
- Place new trash liners in trash bins
- Remove all boxes/packaging - collapse and place in dumpster outside
- Vacuum all areas used
- Check bathrooms to ensure there are no paper towels and water on floor
- Replace furniture/tables/chairs to original location
- Check that all outside doors are closed and locked before leaving.
- Turn off all lights
- Return all thermostats to the original set point

NOTES:

Cleaning supplies and trash bags etc are in closet and pantry in Kitchen and in the Gym storage closet located to the left of the doors

The dumpster is located in the parking lot, by the gym. Please be sure the lid and sliding doors of the bin are fully closed.

Facilities Use Fee Table

\$50 Deposit Required (Refundable after cleaning requirements are met)

Facility	Utilities Fee
Fellowship Hall	\$25
Gym	\$25
Parking Lot/Yard	\$25 (if water usage)
(Add) Kitchen	\$25

\$100 Deposit Required (Refundable after cleaning requirements are met)

Weddings	Fee
Wedding Package #1*	\$200
Wedding Package #2*	\$350
Wedding Package #3*	\$500
Audio System, Computers and Projectors***	\$150

***Wedding Package #1** Includes use of the Sanctuary and Changing Rooms, for rehearsal and wedding ceremony.

***Wedding Package #2** Includes use of the Sanctuary, Changing Rooms, Fellowship Hall and Kitchen, for rehearsal, ceremony and reception.

***Wedding Package #3** Includes use of the Sanctuary, Changing Rooms, Gym, Fellowship Hall & Kitchen, for rehearsal, ceremony and reception.

*****Audio System, Computers and Projectors** - If used, Staff or Trained Church Volunteer must be present to operate audio system, computers and projector

NOTE: If there is a facility that you wish to use that is not listed above, contact the Church office to discuss usage with Staff