

First
Baptist
Alachua



BUILDING USE POLICY AND PROCEDURES

FIRST BAPTIST CHURCH OF ALACHUA
14005 NW 146TH AVE
ALACHUA, FL 32615
TEL: (386) 462-1337

PLEASE READ EACH SECTION CAREFULLY. THESE POLICIES AND PROCEDURES APPLY TO EACH AND EVERYONE WHO USE THE FIRST BAPTIST CHURCH OF ALACHUA FACILITIES.

I. INTRODUCTION

The primary purpose of the First Baptist Church of Alachua ministry facilities is to carry out the ministries of our church staff and family. FBC Alachua still wishes to expand its outreach into the community by offering the use of our facilities. Building use activities fall under the jurisdiction of the church staff which manages the use of building facilities. No commitment for building use is finalized until the **Room Use Agreement** has been completed and approved by the church staff.

FBC Alachua has had a number of long-standing relationships with several community organizations for ongoing use of the facility. Other local organizations and individuals may also use our facilities for one-time or short-term usage. Availability for ongoing usage is limited, but may be considered.

II. QUALIFICATION FOR PARTICIPATION

Our first priority is for the program and membership needs of FBC Alachua. Lesser use priorities are for nonprofit groups that are supported by the church, then other nonprofit organizations. Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by FBC of Alachua. No activities or advocacy may take place within our buildings or grounds that conflict with the policies, beliefs, and the practices of First Baptist Church of Alachua. All activities in the building must be completed at 10:30PM. All doors will be locked and the building security activated at that time.

III. FACILITY RESERVATIONS

1.) FBC Alachua Members and Groups

- a. All reservations must be made through the church office.
- b. All members and groups must have adequate adult supervision and one adult (or staff member) must be the primary contact person and person in charge. Adequate adult supervision is defined as follows and **MUST** be followed:
 - i. 5th grade and under – 1:5 ratio of adults to children
 - ii. 6th through 12th grade – 1:8 ratio of adults to children

- c. All members and groups will be responsible for their desired program. Which include, planning, supervising, and cleaning up after every group in the facility.

2.) All other Non-Member Individuals and Groups

- a. Fill out a Room Use Agreement. One is included in this guide or you may obtain one from the church office.
- b. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- c. Return the completed Room Use Agreement to the Church Office at least 3 weeks prior to the event. The staff will then evaluate your request and you will be notified of approval status. If approved, applicable fees and a signed copy of the hold harmless agreement are due at the Church Office at least 1 week prior to the event.
- d. It is at the sole discretion of the staff and FBC Alachua to approve or disapprove any individual or group to use the church facilities.
- e. **EMERGENCY SCHEDULING CONFLICTS**
 - i. The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

3.) **FEES FOR FACILITY USAGE***

Please note the fee schedule below. This fee is assessed to cover the necessary utility costs, furniture use, setup, and custodian expenses. These fees are per day.

Type A – Church member, non-ministry related activities including, but not limited to birthday parties, graduations, weddings, anniversaries, etc.

Type B - Non-profit educational and other activities that are considered an extension of our ministry as evidenced either by our financial support or approval by the church. As well as other civic and service activities, including musical groups, service clubs, fraternal organizations, etc.

ROOM	Max # of People	Type A	Type B
Gymnasium	350	\$200	\$250
Gymnasium w/ kitchen	350	\$250	\$300
Meeting Room	40	\$50	\$75
2 or more Classrooms	20 / room	\$75	\$100
Gymnasium & Classrooms	350	\$250	\$300
Foyer	50	\$25	\$50
Sanctuary	275	\$275	Not Available

* - pricing is subject to change

SECURITY DEPOSIT - A \$250 REFUNDABLE security deposit must be paid with the applicable fee to the church office at least a week before the event. It will be returned upon the completion of the event and a final inspection by the church staff.

IV. WEDDINGS

- 1) Please see and review our Church Wedding Policy for details

V. GENERAL RULES AND REGULATIONS

- 1) This facility is to glorify God and each person participating should Do all things to Glorify Him.
- 2) The Family Ministry Center is a part of FBC of Alachua and those participating and enjoying it should dress and conduct themselves appropriately.
- 3) Smoking, tobacco products, controlled substances, and alcohol will not be allowed in this facility and may not be used at any time.
- 4) Please use careful discretion with food or drink in the facilities, and make all best efforts to keep food and drink confined to tiled areas. Please report all spills to the church staff or a member of the building and grounds team.
- 5) Persons may only use the regular entrances designated and may ONLY use the emergency exits in the event of an emergency.
- 6) The person in charge will be held responsible for any furniture / equipment used, damaged, or not returned. No equipment or furniture is permitted to leave the building at any time.
- 7) Willful violation of any rules will not be tolerated and could result in the loss of eligibility to participate in current and/or future activities.
- 8) The FBC of Alachua staff, or those they designate, will be responsible for the interpretation and enforcement of the rules and conduct.
- 9) All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons in charge shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the church staff has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.
- 10) All decorations must not be permanent or damaging in nature to the facility. Decorations may only be attached to trim, and doors with Mavalus, non permanent tape only. No holes may be placed anywhere for the purpose of fixing or hanging decorations. All such decorations must be removed immediately and completely following the event.

- 11) There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for the storing of their materials offsite.
- 12) No sport bicycling or skateboarding is allowed on church property. No bicycles or skateboards are allowed inside the church facility.
- 13) Parking in the church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots that may be specifically reserved at all times for staff of the church. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.
- 14) Our church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

VI. GYMNASIUM USE

- 1) Gym equipment and furniture is to be used for its intended purpose ONLY
- 2) All personal equipment must be cleared through the person in charge and must be clearly identified.
- 3) Non-Marking shoes ONLY must be worn at all times in the gym area, unless the protective cover has been rolled out.
- 4) Participants must be properly dressed for sports activities.
- 5) NO hanging on the rims or pulling on the volleyball nets
- 6) NO throwing balls or other objects into the ceiling or walls
- 7) Good sportsmanship and Christian conduct as well as language should be practiced at all times.

First Baptist Church of Alachua

ROOM USE AGREEMENT
PLEASE COMPLETE ENTIRE FORM

Name of Organization _____

Responsible Person _____

Non-Profit Status: _____ Federal ID No. _____

Address _____

Organization Day Phone _____ Fax _____

E-mail _____

Organization's Purpose _____

Event Name and Description _____

Date of Request _____

Contact Person's Name _____

Date(s) Requested _____ Start Time _____ End Time _____

Do you have or plan to get General Liability Insurance for your event? _____

Will the event be recurring? :

_____ One time only _____ Monthly

_____ Weekly _____ Multiple days

Which day of the week? : *(circle one)*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room(s) Requested:

_____ Gymnasium _____ Gymnasium with Kitchen _____ Meeting Room _____ Foyer

Anticipated Number of Participants: _____

Will food or drink be consumed? ___ Yes ___ No

Special Needs or Requests: (Please attach a separate set up diagram of how you would like the room set up, such as placement of tables and chairs).

HOLD HARMLESS AGREEMENT

This Hold Harmless and indemnification Agreement (“Agreement”) is entered into by and between _____, hereinafter (“Organization”), and First Baptist Church of Alachua, hereinafter (“church”), on this ____ day of _____, 2014, in Alachua, Florida.

RECITALS

- A. The church is the owner of the real property and improvements located at 14005 NW 146th Avenue, Alachua, Florida 32615. (“Property”)
- B. The Organization desires to use the property described above for meetings and/or other activities.

AGREEMENT

NOW THEREFORE in consideration for the church permitting Organization to use the Property and improvements described above, the Organization agrees as follows:

Organization will indemnify and hold harmless the church, its Trustees, administrators, directors, agents, officers, members, volunteers, and employees from any and all liability, claims, demands, losses or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of the Organization makes any claim against the church its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization’s use of the property, the Organization will indemnify, defend and hold the church, its administrators, directors, agents, officers, members, volunteers, or employees harmless and will be responsible for all actions and judgments, including all costs of defense and attorney’s fees incurred in defending same, arising from and related to Organization’s use of the Property. Organization’s actions include that acts of Organization’s agents and employees.

The Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. The Organization will provide the church with proof of liability insurance, and add the church as an additional insured under Organization’s general liability policy.

The church shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment, and in such event the Organization shall indemnify and hold harmless the church for any such claims paid, including the church’s reasonable attorney’s fees incurred resulting from such claim.

In the event any claim or suit is brought against the church within the scope of this Agreement, Organization shall pay for legal counsel chosen by the church to defend against same. This Agreement shall be interpreted under the laws of the state of Florida.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print Name: _____

Title: _____

Date: _____