



## CHURCH FACILITIES USE/CALENDAR REQUEST PACKET

First Baptist Church Kingston

*First Baptist Church Kingston Facilities have been provided by God through people's tithes and offerings. The church desires that its Facilities be used for bringing glory to God and connecting people to Jesus Christ through worship, discipleship and service. Although the Facilities are not generally open to the public, the church makes its Facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the gospel of Jesus Christ to our community.*

*However, Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws and the Baptist Faith and Message. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with the church's faith or moral teachings. The Associate Pastor, or his official designee, is the final decision-maker concerning use of church Facilities.*

1. The use of church Facilities shall be coordinated through the Facilities Coordinator and scheduled through the Associate Pastor only. The Associate Pastor may delegate certain responsibilities to other staff in his sole discretion.
2. Facilities may be rented or reserved by First Baptist Church Kingston members.
3. Facilities may be rented or reserved for the purposes of non-members or non-member organizations when sponsored by First Baptist Church Kingston members and/or ministries.
4. Non-member organizations may be asked to submit a Mission/Vision/Values statement for review and approval prior to being given permission to use First Baptist Church Kingston Facilities.
5. The Facility of First Baptist Church Kingston exists to sustain and grow the ministries of the church. The ministries of the church have priority in reserving space and time in the Facility. If more than one request for Facilities use is made for the same date, the order of priority is as follows:
  - Church programming, activities, events and ministries will always have first priority.
  - Church member requests, including weddings or funerals, will have second priority
6. Contact the church office as needed for additional information if you have questions pertaining to your event and the guidelines of First Baptist Church Kingston faith and practice.



## APPLICATION FOR USE OF CHURCH FACILITIES

**(Application shall be submitted to Facility Coordinator)**

Date of Request: \_\_\_\_\_ Date and Time Needed: \_\_\_\_\_ (hrs) \_\_\_\_\_

Day(s) of Week: (Circle)                      SUN\*   MON   TUE   WED   THUR   FRI   SAT\*\*

*\*Access to the Facility for Non-Church-Sponsored Events on Sundays will be NO earlier than 1 PM.*

*\*\*Saturday events cannot go past 8 PM.*

Hours Reserved: From \_\_\_\_\_ To \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Name of Organization or Individual: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Church Function:    Yes \_\_\_\_\_ No \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Church Member:    Yes \_\_\_\_\_ No \_\_\_\_\_

**If no, who is your sponsoring First Baptist Church Kingston member?**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

What space will you use:

Worship Center \_\_\_\_\_  
Family Life Center \_\_\_\_\_  
Atrium (Upper) \_\_\_\_\_  
Atrium (Lower) \_\_\_\_\_  
Kitchen \_\_\_\_\_  
Classroom \_\_\_\_\_ (Rm #)  
Outside Campus \_\_\_\_\_

Childcare Needed: Yes \_\_\_\_\_ No \_\_\_\_\_

*If Yes, # of children expected \_\_\_\_\_*

Key Requested: Yes \_\_\_\_\_ No \_\_\_\_\_

*Issued to:* \_\_\_\_\_

Audio/Video Needed: Yes \_\_\_\_\_ No \_\_\_\_\_



**If Audio/Video requested, please describe equipment:**

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Will tables/chairs be required: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Event Preparation Date: \_\_\_\_\_ Door Unlock Time: \_\_\_\_\_ Door Lockup Time: \_\_\_\_\_

Unlock the following doors for event preparation (if key not requested):

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Event Facility Entry: Date \_\_\_\_\_ Unlock Time \_\_\_\_\_ Lockup Time \_\_\_\_\_

### **FACILITIES FEE STRUCTURE**

**(Fees are used to help defray cost to wear and tear of Facility)**

<b>Area</b>	<b>Members</b>	<b>Non-Members</b>
<b>Worship Center</b> <sup>1,2,3</sup>	<b>\$100.00</b>	<b>\$200.00</b>
<b>Family Life Center + Set-Up</b>	<b>\$200.00</b>	<b>\$300.00</b>
<b>Atriums + Set-Up</b> <sup>1,2,3</sup>	<b>\$150.00</b>	<b>Not Available</b>
<b>Audio Visual Set-Up Fee</b> <sup>5</sup>	<b>\$150.00</b>	<b>Not Available</b>
<b>Kitchen Usage Fee</b> <sup>6</sup>	<b>\$150.00</b>	<b>Not Available</b>

*There will be a \$500.00 refundable deposit for Facility damages **for non-members only**. (This deposit will be returned within two weeks if the Facilities are left in the condition they are found and there are no damages)*

*This fee is **waived for First Baptist Church Kingston members** - they are responsible for cleaning and leaving the premises in the condition they found them.*

*Should a bounce house inflatable be requested, there will be a **non-refundable usage fee** of **\$100.00** for the use of **one** bounce house per event.*

1. Reservations for the Family Life Center (FLC) or either Atriums cannot be confirmed more than six (6) months in advance and should be made no later than three (3) weeks before the event.
2. Person or persons requesting usage of First Baptist Church Kingston and any of its rooms are required to be in attendance for the full length of the event. The sponsor for non-members must be present for the full length of the event.



3. The FLC and Atria are not open on Sunday for activities or use for non-church sponsored functions.
4. The FLC and Atria are closed on all holidays observed by the church unless special approval is granted at the time of reservation confirmation in the church office.
5. All audio/visual equipment must be operated by the First Baptist Church Kingston A/V team.
6. In the event Kitchen is requested, the *First Baptist Church Kingston Kitchen Use Policy* must be read and signed prior to usage.

### Set-Up/Special Instructions

If there are set-up requirements and/or special instructions, they will be provided in the space below. A simple diagram of room setup is highly advisable and should be given at least seven days prior to the event. The fees must be paid upon approval of the applications. Non-payment will result in cancellation of the event.

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### (OFFICE USE ONLY)

Date Presented: \_\_\_\_\_ Associate Pastor Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

Date/Space Available: Yes \_\_\_\_\_ No \_\_\_\_\_ Date Entered in Shelby: \_\_\_\_\_

Member Name: \_\_\_\_\_ Non-Member Name \_\_\_\_\_

Fee Total: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Deposit Refunded Date: \_\_\_\_\_ Check Number: \_\_\_\_\_

Key Returned Date: \_\_\_\_\_ (if applicable)



## FIRST BAPTIST CHURCH KINGSTON FACILITY USE TERMS AND CONDITIONS

### General Terms:

**Please read and initial each topic indicating that you agree to these terms:**

- \_\_\_\_\_ Use of the Facilities is restricted to private parties or non-profit organizations only. The Facilities shall not be used for political or politically affiliated functions of any kind.
- \_\_\_\_\_ Childcare may only be requested for church related functions and must be made two (2) weeks in advance.
- \_\_\_\_\_ Music used in church Facilities must be submitted to the Associate Pastor for approval three (3) weeks prior to the event. DJ's are not allowed.
- \_\_\_\_\_ Any activity, ceremony, ritual, etc. that is deemed by the Church to be in conflict with the doctrine and teachings of First Baptist Church of Kingston is prohibited.
- \_\_\_\_\_ Seasonal and church-related decorations/furniture take precedence over ALL other Facility events including weddings. Church furniture and decoration will NOT be moved or removed
- \_\_\_\_\_ Facility use reservations will be confirmed upon receipt of the Facility/Calendar Request Form, Associate Pastor approval, and payment of applicable fees at the church office.
- \_\_\_\_\_ Any use of any part of the Facility must be coordinated through the Facility Coordinator and approved by the Associate Pastor.
- \_\_\_\_\_ Groups are responsible for the conduct of their members and guests .
- \_\_\_\_\_ The FLC and atria are not open on Sunday for activities or use for non-church sponsored functions.
- \_\_\_\_\_ Facilities must be cleaned and vacated by the event lockup time.
- \_\_\_\_\_ **DO NOT** use any fastener or tape which will damage walls; consult with the Facility Coordinator to determine the best method to use for hanging decorations. **NO** duct tape, nails or glue
- \_\_\_\_\_ No footballs, baseballs, softballs, soccer balls, roller skates, bike, or skateboards are allowed in the Facility. Balls of any kind shall not be thrown against walls, doors, or sound boards. No recreation equipment is allowed in either Atrium.
- \_\_\_\_\_ **NO RED, PURPLE, OR GREEN COLORED DRINKS MAY BE SERVED**
- \_\_\_\_\_ The use of tobacco, drugs, and alcoholic beverages is prohibited on all First Baptist Church Kingston property. Fighting and/or abusive/profane language is also prohibited. Doing so is cause for immediate eviction from the premises.



- \_\_\_\_ Loitering is prohibited around the outside of the Facility or in the parking lots.
- \_\_\_\_ At least one parent or responsible adult must accompany children ages twelve (12) and under at all times on Kingston First Baptist Church property.
- \_\_\_\_ Cost to repair damages incurred during an event will be the responsibility of the group reserving the facility. You further agree to pay First Baptist Church Kingston costs for any damaged or missing items, in excess of the deposit, immediately upon request.
- \_\_\_\_ Pets (except guide dogs or service dogs) are not allowed in any part of the Facility.

\_\_\_\_ **NO EQUIPMENT OR PROPERTY OF THE CHURCH SHALL BE REMOVED FROM THE PREMISES.**

### **General Conditions**

#### **Supervision of Children and Youth**

First Baptist Church Kingston seeks to provide a safe environment for children and youth. All users of the Facility are expected to follow the guidelines of this policy including the following:

- Adult supervision is required at all times during any program involving children both inside and outside of the church property including the parking lots.
- Children must stay with the group or under the care of adult supervisors.

#### **Restricted User Space**

Users are restricted to only those areas of the Facility that the group has reserved. The User agrees to use only the rooms, area, and equipment specified herein and to restrict the movement of persons from other areas of the Facility

#### **Security**

First Baptist Church Kingston 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. First Baptist Church Kingston is not responsible for theft or damage to personal property.

Members and non-members must have an approved security plan to control and limit entry and restrict movement within the Facilities. The *sponsor for non-members* must be present for the full length of the event. The security plan must be submitted to the Facilities Coordinator seven (7) days prior to the scheduled event for approval and address the following:

- Once the event has been scheduled, the First Baptist Church Kingston sponsoring member must designate an individual(s) to be at the event from the time the doors are



unlocked to the completion of the event (two or more individuals can split this duty but a responsible individual must be present and accountable). This individual must be at the door to ensure only invited guests to the event enter the building. Event guests must remain in the reserved area to ensure the security of non-reserved church areas.

- Once the event has started and all guests have arrived, the building must be locked until the completion of the event. If circumstances require that the door remain unlocked during the event, the designated responsible individual(s) must monitor the open door until completion of the event. The designated responsible individual(s) must also ensure restriction of movement to other parts of the facilities.
- At the end of the event, the facility must be cleared and all entry and exit points (doors) must be physically checked and confirmed locked with the First Baptist Church sponsoring member.

The Facilities Coordinator in consultation with the Senior Pastor and Associate Pastor, shall review the requestor's security plan and reserves the right to modify. If the use of outside security personnel is deemed necessary, charges for these services will be added to usage fees and will be charged on a cost recovery basis.

#### **Insurance and Additional Insured (applicable to non-member organizations)**

Liability insurance may be requested of the non-member group or person using the Facilities depending on circumstances. The Associate Pastor may waive, in writing, the requirement to provide a Certificate of Insurance if he is satisfied that the church's ministry and community outreach makes the church the appropriate place to conduct the group/meeting/event.

However, in the event a waiver is not granted and as a condition of the use of the Facility, the User shall provide Comprehensive General Liability (CGL) Insurance and agrees to maintain liability insurance of not less than **\$ 1,000,000** per occurrence with a General Aggregate of **\$ 2,000,000**, as well as a Medical Expense Limit of not less than **\$10,000** for any one person per occurrence for the protection of First Baptist Church Kingston's organization, its officers, employees and members against the claims of anyone who charges First Baptist Church Kingston's organization, its officers, employees or members. The User agrees to name First Baptist Church Kingston as an additional insured and shall provide proof thereof in the form of a Certificate of Insurance (COI) not less than **fifteen (15) days** prior to commencement of the term when User shall enter the Facility. The insurance company shall be with a company authorized to do business in the State of Tennessee and the CGL policy must include effective dates covering the time the User has agreed to use the Facility.

**Indemnification** – As a condition of the use of the Facility the User understands and agrees that neither the church, church members, nor its trustees, employees, agents, and/or representatives may be liable in any way for an occurrence in connection with the activities which may result in injury, harm, or other damages to First Baptist Church Kingston or members of our organization and guests, invited or not. This includes Claims relating to, arising out of, or caused by the physical condition of the Facility.



**Inspection** - The User is fully aware of the physical condition of the Facility, accepts the use of the Facility in an “AS IS” condition and agrees to comply with all terms and conditions of the request packet, including the indemnification provision, knowing the physical condition of the Facility.

**Payment** - All fees must be paid upon approval of the application . Non-payment will result in cancellation of the event

Payment can be made by check, payable to: “First Baptist Church Kingston”.

In signing below for the use of Kingston First Baptist Church Facilities the User is bound by the above Terms and Conditions stated herein effective the date signed by the Associate Pastor of First Baptist Church Kingston.<sup>98</sup>

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Applicant’s Signature (sign & print name)

Date

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Approved By Associate Pastor

Date

***RETURN COMPLETED AND SIGNED FORM TO CHURCH OFFICE***



