

## FACILITIES USAGE POLICIES

Responsibilities of those who use GABC facilities for socials, dinners and other special meetings. These guidelines apply to both members and non-members of GABC.

### Before your event:

1. **Contact the Church Administrative Assistant** to place the event on the church calendar and reserve the appropriate space. If the activity is not a GABC-sponsored event, you will be asked to fill out a facilities usage request form. This form must be returned to the office and approved before your event can be placed on the official church calendar.
2. **The Administrative Assistant will contact others** as necessary.  
**Hospitality Ministry person** for use of kitchen facilities and/or equipment.  
**Preschool/Nursery Director** for use of preschool area.  
**Sound System Coordinator** for use of sound system.  
**Church Administrative Assistant** for use of other equipment and to obtain key(s).
3. **Do your own room setup.** You are responsible for making sure necessary arrangements are made ahead of time. Building and/or room keys should be obtained from the church Administrative Assistant. Notes and/or pictures should be made/taken of where items came from (especially chairs, tables and kitchen supplies) so that they can be returned afterward.

### After your event:

1. **Kitchen areas** (see Kitchen Usage Guidelines).
2. **Preschool areas** (see Preschool Usage Guidelines).
3. **Classroom areas** other than preschool
  - a. Return all chairs and tables to original places
  - b. Make sure any messes are cleaned up
  - c. Any other class materials (posters, etc.) should be returned to original places
  - d. Sweep, mop or vacuum floors as necessary
  - e. Turn off lights
4. **Auditorium**
  - a. Return all chairs and auditorium furniture to original location
  - b. Pick up papers, replace hymnals, Bibles etc.
  - c. Vacuum floor if necessary
  - d. Turn off lights, sound system, etc.
5. **General** - when using any area
  - a. Make sure restrooms are left in a sanitary condition (toilets flushed, etc.)
  - b. Turn off all lights

## GRAND AVENUE BAPTIST CHURCH FACILITY USE AGREEMENT

This agreement by and between **GRAND AVENUE BAPTIST CHURCH** ("Owner") and "User" \_\_\_\_\_, will take effect on \_\_\_\_\_ and continue until \_\_\_\_\_.

WHEREAS, Owner owns premises located at 612 24<sup>th</sup> Street, Ames, Iowa, which is normally used for worship services, ministry meetings, and Christian education classes, and WHEREAS, User desires to use the \_\_\_\_\_ area of the building for the purpose of \_\_\_\_\_, and WHEREAS, Owner has agreed to allow User to use the building provided that the following terms and conditions are met.

It is Therefore Agreed By and Between the Parties:

- Owner agrees to let User use the above described premises for the above described purpose on \_\_\_\_\_. The Administrative Assistant is the contact person for Owner and \_\_\_\_\_ is the contact person for User to coordinate the details of usage.
- ☐ **Fee Agreement.** User agrees to pay Owner for the use of the premises. If the User has no connection with the Owner (is not a member of the church or doesn't have church members in group) a fee will be charged to cover having an Owner sponsor on site during the event.  
☐ **Non-Fee Agreement.** In consideration for the benefit of using Owner's facilities, User agrees to abide by all the terms and conditions of use described in this agreement.
- User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
- User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically-based religious institution. In general, user agrees with our Statement of Faith and will not do anything that would be in conflict with it.
- User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
- ☐ **Organizational Users.** User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises.  
☐ **Individual Users.** User promises and warrants that User will obtain signed Activity Participation Agreements (either provided by or acceptable to Owner) from each participant in the activity. If the participants are minors, User will obtain the signature of at least one parent or legal guardian on each Activity Participation Agreement.
- User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.
- User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.
- User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
- This agreement may be cancelled unilaterally by either party up to the actual date of the event with an email, phone call or written notice to the other party.
- User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
- Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process.
- This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this day of \_\_\_\_\_, \_\_\_\_\_.

Owner

User

\_\_\_\_\_  
Signer's Name (signature)

\_\_\_\_\_  
Signer's Name (signature)

\_\_\_\_\_  
Signer's Name (printed)

\_\_\_\_\_  
Signer's Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

## GABC FACILITIES USAGE REQUEST FORM - For Church & Non-Church Events

Today's date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Your Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Date of event \_\_\_\_\_ Starting time \_\_\_\_\_ Ending time \_\_\_\_\_

Purpose of the meeting \_\_\_\_\_

Approximate number attending \_\_\_\_\_ What area(s) of the building will be used \_\_\_\_\_

**Will food be served?** \_\_\_\_\_ If so, what type? (Check one)

☐ sit-down meal                      ☐ buffet meal  
☐ snacks or dessert and beverages    ☐ beverages only

**What kinds of equipment will be needed?** (Check all that apply)

☐ Tables (number: )  
☐ Chairs (number: )  
☐ Sound system (auditorium only)

If you wish to use the sound system, our church's sound tech must be present and running the system. There will be a \$25.00/hour fee.

☐ Overhead or ☐ video projector (auditorium only)  
☐ Podium  
☐ Coffee maker  
☐ Other (please list): \_\_\_\_\_

**THE FOLLOWING PEOPLE WILL BE CONTACTED BY THE CHURCH ADMINSTRATIVE ASSISTANT BEFORE YOUR EVENT AND WILL GIVE CLEARANCE FOR USE OF THEIR AREA OF RESPONSIBILITY.**

**Hospitality Director** for use of kitchen facilities

☐ Yes                      ☐ No

**Preschool Director** for use of preschool area

☐ Yes                      ☐ No

**Technical Support Deacon** for use of sound system and other needs

☐ Yes                      ☐ No

### PLEASE NOTE THE FOLLOWING POLICIES IN REGARD TO USE OF GABC FACILITIES:

#### FOR OFFICE USE ONLY

☐ Approved  
☐ Applicable fees paid  
☐ Entered on church calendar  
☐ Key(s) returned  
☐ Condition of facilities/equipment  
    ☐ Satisfactory    ☐ Unsatisfactory  
☐ Charges for additional services (if any)  
    ☐ Janitorial (amount) \_\_\_\_\_  
    ☐ Damage (amount) \_\_\_\_\_  
☐ Charges paid

Notes:

1. Absolutely no alcoholic beverages.  
No smoking is allowed in any of the church buildings or church property.
2. All facilities and equipment must be returned to their original condition and placement after your event. (See attached document for each area of the church guidelines.) In the event that the area you use is not cleaned satisfactorily and janitorial service is required, your organization will be billed for the services needed.

I have read and understand the above policies and agree to abide by them.

\_\_\_\_\_  
(Signature of responsible person)

Please keep a copy of this form and return the original to the church office, 612 24<sup>th</sup> Street, Ames, Iowa 50010. You will be notified.