

Arrowsmith Baptist Church – Facility Use Policy

The physical facilities of Arrowsmith Baptist Church have been dedicated to the glory of God and His Kingdom. Buildings and equipment, as gifts from God, are a stewardship responsibility. It is a reasonable part of that responsibility to offer such facilities for the use of non-profit organizations and for the private use of both members and non-members, so long as such usage does not interfere with church ministries, programs and statement of faith.

Upon receiving an application for facility use, the church office will initially book a proposed date with the user. Use of the facilities must be approved by the Trustees. Upon approval, the user shall sign this Facility Use Policy and the Facility Use Agreement. In order to confirm the date booked and make the agreement binding – all fees, honorariums and security deposit must be paid at the time of signing and are non-refundable unless the booked date is cancelled 30 days before the event as well as approval upon review of your application by our Trustees.

Arrowsmith Baptist Church reserves the right to cancel the use if the facility is needed for last-minute ministry purposes as well as approval upon review of your application by our Trustees. Every effort will be made to reschedule the planned event. If the planned event is canceled by Arrowsmith Baptist Church – all fees, honoraria and security/damage deposit will be returned. Arrowsmith Baptist Church reserves the right to decline an application for use of the facility.

General Procedures

1. The priority use of the facilities of Arrowsmith Baptist Church shall be for the ministries, programs and activities of the church. All other facility uses shall be considered only on subsequent availability.
2. No facility use shall be granted for purposes that contravene the constitution, by-laws and the statement of faith of Arrowsmith Baptist Church.
3. Smoking and consumption of alcohol is not permitted on church grounds or in any part of the facilities.
4. Special entertainment (music) should be in the good taste of our church and must be approved by the Pastors and Elders of Arrowsmith Baptist Church a minimum of 2 weeks in advance of event.
5. Users will supply their own table coverings, plates, cups, silverware and napkins, etc. Use of kitchen, dishes and equipment will be negotiated separately. (See #4 below) Prior approval is required for use of candles.
6. Arrowsmith Baptist Church will not be responsible for lost or stolen articles.
7. Only those on the roster of people qualified to operate the sound/electronic equipment owned by the church may do so. If such equipment is to be used, a fee for the technician will be required.
8. A Facility Coordinator and usher/s will be assigned to the event. Any communication during the event must be done through the Facility Coordinator. Users are responsible for behaviour of their guest/participants, and for any damage done to the building, furnishings or equipment. Users must stay within the areas of the church that have been approved.
9. Depending on the complexity and size of the user group, groups larger than 150 may require an additional Facility Coordinator for a fee of \$100 if deemed necessary by the Trustees and assigned Facility Coordinator.
10. Users will be responsible for removing all their decorations from the building or ceilings (the use of tape to affix items on the walls is prohibited). The removal of everything from tables and wiping them with soap and water, set up and taking down and removal of tables and chairs, picking up any paper, litter, and food items off the floor; vacuuming of the eating area; kitchen area used needs to be cleaned; dishes used, washed and put back, floors swept and washed; facilities and grounds are expected to be left clean and tidy (e.g. No rice or confetti).

Understood and agreed upon by User: _____ **Date:** _____

Arrowsmith Baptist Church – Facility Use Agreement

DATE OF FACILITY USE: _____ TIME OF EVENT: _____
SET UP DATE/TIME: _____ REHEARSAL TIME: _____ CLEAN UP FINISHED BY: _____
NAME: _____
ADDRESS: _____
PHONE: _____ FAX: _____ EMAIL: _____
CONTACT PERSON: _____ PHONE: _____
FAX: _____ EMAIL: _____
ESTIMATED NUMBER OF GUESTS: _____

AREA /ROOMS PERMITTED FOR USE UNDER THIS AGREEMENT: Please state PURPOSE OF USE Beside

<input type="checkbox"/> Kitchen _____	<input type="checkbox"/> Circle Lounge _____
<input type="checkbox"/> Sanctuary _____	<input type="checkbox"/> Nursery _____
<input type="checkbox"/> Multipurpose Rm _____	<input type="checkbox"/> Community Use Room _____
<input type="checkbox"/> Prayer Room _____	<input type="checkbox"/> Library _____
<input type="checkbox"/> Stage Area _____	<input type="checkbox"/> Youth Room (CE) _____
<input type="checkbox"/> Overflow Area _____	<input type="checkbox"/> Upper C.E. Building _____
Other: _____	

EQUIPMENT NEEDED: Tables Chairs Coffee urns Dishwasher Refrigerators
Freezer Ovens Dishes & Cutlery TV Youth Games Projector
Moving equipment on stage Using A/V equipment Moving Sanctuary Chairs
Other: _____

1. We have read and understood the terms of the ABUSE PREVENTION POLICY and agree to adopt it and abide by its terms and will implement it with all due diligence while using *Arrowsmith Baptist Church*.

_____ (Initial here)

2. *Arrowsmith Baptist Church* is not liable for any damage to the User's property or for injury or abuse to any person in or coming to or from the premises, however caused, and the user agrees to indemnify *Arrowsmith Baptist Church* against financial consequences of any such liability. In this regard, the User shall purchase and maintain for the duration of this agreement general liability insurance acceptable to *Arrowsmith Baptist Church*, which, in any case shall be in an amount of no less than \$2,000,000 and shall provide a certificate of such insurance at the time of signing this agreement. Furthermore, this certificate shall include *Arrowsmith Baptist Church* as an additional insured with respect to legal liability arising out of the negligence of the user. The User acknowledges that the remedies at law may be inadequate to protect *Arrowsmith Baptist Church* against any actual or threatened breach of this agreement by the user, and without prejudice to any other rights and remedies otherwise available to *Arrowsmith Baptist Church*.

_____ (Initial here)

3. Any costs incurred by *Arrowsmith Baptist Church* relevant to the use by the User of the defined areas and those areas' which are not mentioned in this agreement are the responsibility and expense of the user.
4. The kitchen is primarily a preparing, serving and clean up facility for food to be served; all meals must be prepared elsewhere and an approved Vancouver Island Health Authority Application to Operate a Temporary Food Service must be displayed during the event. Food waste and disposable dishes must be put in garbage bags which together with any leftover food must be removed from the premises.
<http://www.viha.ca/NR/rdonlyres/EA7112F4-3A62-4415-A835-23662CD9C6A4/0/ApplicationtoOperateTemporaryFoodService.pdf>
5. A \$200.00 property damage/security deposit will be collected, refundable after termination of contract.
6. *Arrowsmith Baptist Church* agrees that so long as the User complies with the terms of this agreement, the User may use the defined areas. The Pastors, Staff, Trustees of the Church, jointly or individually, reserve the right, at their sole discretion, to interrupt and require the termination of any activities of the User at any time, and shall not be required to reimburse the User for any costs incurred for the use of the premises.
7. Without limiting the generality of section #6 of this agreement, *Arrowsmith Baptist Church* may terminate this agreement for any one of the following or any other causes required or permitted by law.
 - Failing to abide by any of the terms of this agreement
 - The bankruptcy or insolvency of the User
 - A material change in the use of the premises by the User and, in particular (without limiting the generality of this provision), any change that affects *Arrowsmith Baptist Church's* building insurance or that constitutes a nuisance.
 - Substantial damage to or destruction of the premises.
 - Any significant willful or neglect damage to the premises caused by the User or by a person permitted on the premises by the User.
 - Failure to implement the Abuse Prevention Policy.

COMMENTS: _____

FEES: \$200 – Property Damage/Security Deposit Second Facility Coordinator
 \$100 – Facility Coordinator Name(s) _____
 \$100 – Audio/Video Technician/stage setup _____
 \$25 – Ushers/hosts
 \$50 – Rehearsal Fee*

* If it is necessary for the user group to rehearse or set up on a day or evening prior to their event, a \$50 fee is required to have either a sound/light/stage tech and/or the Facility Coordinator(s) present.

Total Cost: _____

AGREED BY USER: _____ DATE: _____

Application Received by Church Administrator: _____ DATE: _____

(Calendar consulted) _____