

Guidelines for Building Use

Laveen Baptist Church - Laveen, AZ Building Usage Guidelines As of March 1, 2011

Policy - The use of the church facilities is encouraged as long as such use complies with the following guidelines.

Availability

Church buildings are available for non-church related events if:

1. The church calendar is open on date needed. Scheduled church activities will take precedent over community/individual related activities.
2. Building use request form and a copy of Certificate of Insurance has been completed, signed, dated and is on file with the church office.
3. Fee, if required, has been paid. All fees must be made to LBC as a donation.
4. The above steps must be completed before any reservation is considered firm.
5. (Members Only) Based on the availability, designated tables and chairs may be used if the "Request for Equipment & Supplies" form has been filled out and completed. When items are returned they must be brought back clean and in working order. No NEW tables or chairs will be rented or loaned from the LBC facility.

General Rules

All areas of the church building and premises are considered and are respectfully to be treated as the Lord's property, therefore:

1. Alcoholic beverages and smoking are not permitted on church premises.
2. All food and drinks must be served in the reserved room.
 - a. All food and paper goods are to be provided by the person(s) reserving the building. The kitchen will remain locked, and available to church members only upon reservation.
3. Decorations
 - a. General decorations, displays, posters, etc. – The walls and furnishings should be guarded from anything which would mar their appearance either temporarily or permanently.

- b. Candles – Only non-drip candles will be allowed in the sanctuary and carpeted rooms.
 - c. Flowers – All flowers must be properly placed to prevent water circles, etc on the church furniture and flooring.
 - d. Confetti, etc – Confetti, birdseed, rice, etc are not to be used in the church building. For outdoor wedding send offs, birdseed, flower petals, or bubbles are the only items that may be used.
4. Children are to be kept with and under adult supervision in the specified room which has been reserved. Other meetings may be taking place within the building.
5. Any damage to church property must be reported immediately. The person, persons or group reserving the church will be responsible for any breakage or damage done. Inspection of rooms will be done after each use. LBC reserves the right to waive and/or adjust any fees.

Fees

All groups and individuals reserving the church for any function are responsible for returning the rooms and/or facility to its original cleanliness and setup.

1. Non-Church Members, For-Profit org. related functions/activities - \$100.00 per hour per room.
 - a. Non-church members and groups are to pay a mandatory \$50 fee per day for custodial services.
2. Non-Profit groups - \$50.00 per hour per room.
 - a. Non-Profit groups are to pay a mandatory \$50 fee per day for custodial services.
3. Church Members - \$100.00 fee for incurred cost and room reservations for gatherings such as Anniversaries, Family Reunions, etc.
 - a. A \$25 fee for unlocking and locking will be charged. Church members have the option to hire the LBC custodian at a rate of \$50 per event to both lock/unlock, and perform the remaining custodial duties such as vacuuming, cleaning restrooms, etc.

***Groups that have not adhered to the guidelines will receive a one-time warning. If a second warning is warranted this group will no longer have access to the LBC facility.

Thank you for your compliance.

Facility Application Form

Person or group requesting use _____
Address _____
Home Phone _____ Work Phone _____
Cell Phone _____ Email _____

Sponsoring organization _____
Designated agent or applicant _____
Date needed _____ Tentative _____ Firm _____
Time needed From _____ To _____ Tentative _____ Firm _____
Room(s) needed _____
Expected number of Attendees _____
Number (if any) who are members of Laveen Baptist Church _____
Describe the purpose of the event:

Name of person or group responsible for care, use and damage to facilities and equipment used:
Name _____
Address _____
Home Phone _____ Work Phone _____
Cell Phone _____ Email _____

Name of liability insurance carrier _____

On behalf of the applicant, I certify that:

I have read, and am familiar with, and will follow the Guidelines for Building Use at Laveen Baptist Church.

Upon approval and prior to the event, the applicant will post the appropriate fee for use of the Church facilities.

All safety and fire laws will be observed.

The applicant will undertake no dangerous activities or activities which will interfere with other uses in the Church building or the worship of God.

The applicant will indemnify and hold Laveen Baptist Church of Laveen, AZ harmless from any and all claims, damages, liabilities or judgments, including costs and attorney fees that may arise as a result of the applicant's use of the Church facilities.

Laveen Baptist Church of Laveen, AZ will be named as an additional insured on the applicant's liability insurance policy.

The purposes for which the Church's facilities will be used are consistent with the goals and purposes of Laveen Baptist Church of Laveen, AZ.

Signature _____
Name (Print) _____
Title _____
Date _____

For Church Use Only

Approved _____ Denied by the Pastor _____ Date _____

Approved _____ Denied by the B & G Committee _____ Date _____

Comments _____

Date Applicant informed of decision _____ Date Use Fee Paid _____

Laveen Baptist Church Facility Use Agreement

This agreement is between Laveen Baptist Church, hereafter referred to as Church

AND

hereafter referred to as User.

Whereas the Church wishes to make available the following property or use of.

Starting _____ / _____ / _____ at _____ AM/PM.

Ending _____ / _____ / _____ at _____ AM/PM.

Description of Property: _____

Access to the above property will be in the following manner: _____

Therefore, in consideration of the exchange of promises contained herein and other valuable consideration we, the Church and the User, agree as follows:

1. User will protect, indemnify and hold harmless the Church, and its representatives from and against all losses, claims, suits or other legal liability and legal expenses of any nature imposed upon or brought against them by reason of any act or omission of the User or its agent or employees in the course of the use of the above property, except for the sole negligence of the Church.
2. User shall procure a liability insurance policy naming the Church as an additional insured. This coverage shall be primary and written with a \$1,000,000 per occurrence. A certificate of insurance evidencing coverage must be submitted prior to the usage of the facility.
3. User/LBC will inspect the above property. User will return the above in the same condition as prior to its use or will pay to have them restored to that condition.
4. User will honor the Church's rules of conduct and will make sure that all conduct is consistent with the normal usage of the building.
5. This agreement is separate and distinct from any other lease or other agreement regarding or relating to the use of the facility. It is expressly agreed that this Agreement is not a part of the consideration offered under any other agreement, and that no merger clause of any other agreement shall serve to extinguish this separate and distinct Agreement.

Signed this _____ day of _____,

By: _____ By: _____

For Church

For User

Laveen Baptist Church Damage Report

Date _____

Event _____

Contact Person _____

Address _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

Location _____

Damage reported by:

Name _____ Date _____ Time _____

Damage description:

Building Chair Comments:

Monetary Damage Assessment _____

Payment Received _____ Amount _____ Date _____

Work completed _____ Date _____
