

WAKE FOREST BAPTIST CHURCH FACILITIES USE AGREEMENT
FELLOWSHIP HALL and/or KITCHEN

This agreement is between _____, hereinafter referred to as User and Wake Forest Baptist Church (WFBC). This agreement covers the use of the WFBC Fellowship Hall and/or Kitchen by the User for non-ministry personal or business use.

In consideration for the use of WFBC facilities, the User agrees to the provisions and charges set forth herein.

1.0 User agrees to adhere to the following provisions:

- 1.1 The legal capacity of the Fellowship Hall is 300 people and should never be exceeded.
- 1.2 The conduct of all persons attending events is expected to be respectful of the Lord's house.
- 1.3 When children are in attendance, they must be under the control of parent(s) or other responsible adult(s) at all times and are not permitted to roam freely on church property or in church facilities.
- 1.4 Smoking and the use of alcoholic beverages or illegal substances are prohibited on all church property and in all church facilities.
- 1.5 The User is responsible for the care and condition of the room and its furnishings while preparing the space, during the event and while preparing to vacate the space.
- 1.6 User will use only the rooms and restrooms assigned for their Event and must confine themselves to permitted areas and to the use of the room, furniture and equipment as set up and agreed upon when scheduling the event.
- 1.7 User is **not** permitted to take tables, chairs and/or equipment from other, non-assigned rooms and/or areas of the church.
- 1.8 Furniture and equipment must be set up according to a Form 3-WFBC Facilities Set-up Request Form and moved only by the WFBC Custodian or designated representative(s) unless otherwise approved.
- 1.9 The piano in the Fellowship Hall is kept locked unless reserved by a User on Form 3-WFBC Facilities Set-Up Request Form. The Custodian will unlock it when setting up the room.
- 1.10 Regular piano tunings are done on all pianos in WFBC facilities. If a special tuning is needed for an Event, a tuning fee will be paid by the User. (See Attachment 1 and Attachment 2, Fee Schedules)
- 1.11 A Custodian will be on call during the designated time of facilities usage.
- 1.12 The on-call Custodian should be notified immediately if the room set-up arrangement is not as requested.

- 1.13 Users should report any maintenance problems and/or damage to the on call Custodian immediately upon entering the reserved space. Users should not attempt to correct any issue or repair any damage.
- 1.14 All supplies needed for the User's Event must be provided by the User.
- 1.15 User is responsible for seeing that **ALL** leftover food is removed from the Fellowship Hall and Kitchen and that the area is cleaned thoroughly immediately after the Event. Trash cans should be emptied into the dumpster. A Custodian Fee will be charged to the User if the Fellowship Hall and/or Kitchen is left unclean.
- 1.16 The Wednesday Night Supper Hostess or a trained volunteer of his/her team must be present whenever a caterer is using WFBC Kitchen equipment to prepare and cook food on site. This requirement is to monitor, oversee, and ensure proper use of the equipment.
- 1.17 Caterers must provide a Certificate of Liability Insurance with a minimum limit of \$1,000,000 and sign a Hold Harmless Agreement to WFBC in the event of injury or illness.
- 1.18 Church nurseries and childcare facilities are **not** available for activities, events, programs or classes that are not a ministry of the church. Any exceptions, including weddings, must be approved by the Ministerial Staff.
- 1.19 No nails, screws, tacks, glue or cellophane tape may be used on the walls, carpet, furniture, tile, or woodwork. Grip-it strips may be used for wall hangings; posters, pictures, etc. Only gaffer's tape may be used to tape down wires and cables on floors.
- 1.20 No decorations may be affixed to the walls, moveable partitions or surfaces without prior approval of the Office Administrator.
- 1.21 Use of candles in the Fellowship Hall is permitted only when candles are placed in appropriate flame-proof containers and used as table centerpieces. Candles may not be used on windowsills.
- 1.22 The stage will not be removed, relocated or repositioned.
- 1.23 No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside WFBC facilities without prior approval of the Office Administrator.
- 1.24 All scenery or props must be free-standing. No nails, screws or stage hooks may be used in WFBC facilities.
- 1.25 Exterior doors will remain locked until the appointed set-up time for an Event for the physical protection of WFBC staff and facilities.
- 1.26 Pre-made arrangements for unlocking and locking the facility will be made with the User based on individual needs. The User must adhere to these arrangements.
- 1.27 No flyers, windshield advertising or solicitation of any kind will be permitted on church property or in church facilities.
- 1.28 All catering services must be coordinated with the Office Administrator.
- 1.29 Users must vacate the Fellowship Hall and Kitchen by 9:00 PM on Saturday evenings. If the facility is needed past 9:00 PM, arrangements must be made at the time of reserving the facility and will result in an additional charge.

- 1.30 Any employee or representative of WFBC shall, at any time during any Event including set up, rehearsals, performances, take down or clean up, have access to any area of the facilities being used.
- 1.31 All Users are expected to leave the building in the same condition as it was prior to the Event and remove all items associated with their Event immediately following the Event.
- 1.32 The Custodian shall inspect the facility to assess the condition of the building and equipment that was used to verify that rooms, furnishings, and equipment, if applicable, were left in proper order. If the space is found in the same condition as it was prior to the Event, the Refundable Deposit will be returned to the User. If the condition of the building, furnishings, and/or equipment is not left in the same condition as it was prior to the Event, the Refundable Deposit will not be returned and additional charges will be billed to the User for the custodial time required to return the facility to its pre-Event condition.
- 1.33 User will be held financially responsible for any damage done to church property associated with the scheduled Event.
- 1.34 The Ministerial Staff shall have the right to determine the need for and acquire the use of outside security, or other professional services in the event they are deemed to be required in advance of a planned event. Charges for these services will be added to usage fees.

2.0 User agrees to pay the following charges:

- 2.1 Fellowship Hall Fee = Facilities Charge
- 2.2 Kitchen Fee = Facilities Charge \$ _____
- 2.3 Additional services \$ _____
- 2.4 Total Fees & Services Due \$ _____
- 2.5 50 % of Total Fees & Services Due \$ _____
- 2.6 Plus Refundable Deposit \$ _____
- 2.7 Total Deposit Due at Reservation \$ _____
- 2.8 Balance = \$ _____ due on _____

3.0 Indemnification and Hold Harmless Agreement

In consideration of permission to use WFBC facilities, the User will hold Wake Forest Baptist Church harmless from damages, loss or legal action as a result of injuries or personal property damage or loss occurring during the User’s Event. Professional caterers and all other businesses providing services in WFBC facilities must provide a Certificate of Liability Insurance with a minimum limit of \$1,000,000 per occurrence naming WFBC as an additional insured.

Responsible Party _____ Signature

_____ Printed

Caterer: _____ Signature

_____ Printed