

WAKE FOREST BAPTIST CHURCH FACILITIES USE AGREEMENT

The Stephenson Center

This agreement is between _____, hereinafter referred to as User and Wake Forest Baptist Church (WFBC). This agreement covers the use of the WFBC Stephenson Center 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 conduct of all persons attending events is expected to be respectful. All those who attend should respect the property and conduct themselves accordingly.
- 1.2 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.
- 1.3 Smoking and the use of alcoholic beverages or illegal substances are prohibited on all church property and in all church facilities.
- 1.4 User is responsible for the care and condition of the facility and its furnishings.
- 1.5 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 space, furniture and equipment agreed upon when scheduling the event.
- 1.6 Picnic tables may be moved by the User. All tables must remain inside of the Pavilion. Tables should always be lifted when moving and never dragged across the floor.
- 1.7 User is **not** permitted to take tables, chairs and/or equipment from other, non-assigned rooms and/or areas of the facility.
- 1.8 Fires are limited to the fireplace in the Pavilion and must be completely extinguished before the property is vacated.
- 1.9 Grills, permanently installed on the property, may be used and must be completely extinguished before the property is vacated.
- 1.10 Propane grills must be a minimum of 50 feet from the Pavilion while in use.
- 1.11 All supplies needed for the User's Event must be provided by the User.
- 1.12 A Custodian will be on call during the designated time of facilities usage.
- 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 No nails, screws, tacks, glue or cellophane tape may be used on the walls, carpet, furniture, tile, or woodwork. Only gaffer's tape may be used to tape down wires and cables on floors.
- 1.15 No decorations may be affixed to the walls, moveable partitions or surfaces without prior approval of the Office Administrator.

- 1.16 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.
- 1.17 All scenery or props must be free-standing. No nails, screws or stage hooks may be used in WFBC facilities.
- 1.18 No flyers, windshield advertising or solicitation of any kind will be permitted on church property or in church facilities.
- 1.19 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.
- 1.20 Users must vacate the Stephenson Center by 11:00 PM on Saturday evenings. If the facility is needed past 11:00 PM, arrangements must be made at the time of reserving the facility and may result in additional charges.
- 1.21 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.
- 1.22 All Users are expected to leave the facility in the same condition as it was prior to the Event and remove all items associated with their Event immediately following the Event.
- 1.23 Trash must be removed from the property immediately following the Event.
- 1.24 The Custodian shall inspect the facility to assess its condition and to verify that it was left clean and in proper order.
- 1.25 If the condition of the building, furnishings, and/or equipment is not left clean or in proper order, the Refundable Amount will not be returned to the User.
- 1.26 The Refundable Amount will not be returned to the User under any conditions until the key(s) to the facility have been returned to the Office Administrator (Applicable to Members only).
- 1.27 User will be held financially responsible for any damage done to church property associated with the scheduled Event.
- 1.28 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 Stephenson Center Fee = Facilities Charge \$ _____
- 2.2 Additional services \$ _____
- 2.3 Total Due \$ _____
- 2.4 Refundable Amount (See 1.26 & 1.27 above) \$ _____

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