



First Baptist

CHURCH ON THE PARK

Rental Request Form

First Baptist Church, London 568 Richmond Street London ON N6A 3G1

519-679-2521 fax: 519-679-3033 email: info@first-baptist.ca

Group Name: _____

Address: _____

Phone: _____

Fax/Email: _____

Contact Person: _____

Dates Facilities Required: _____

Ongoing Event: NO YES (End date: _____)

Time: From _____ To _____

(Please include set-up and clean-up time)

Expected Attendance: _____

Description of Event: _____

Will there be an admission fee charged, tickets sold (including prior to event date) or donations collected?

NO YES (explain below)

Special Requests: _____

ROOMS REQUIRED

Main Level

- Sanctuary
- Kitchenette
- Fellowship Room
- Parlour

Lower Level

- SS hall
- Kitchen
- Gymnasium
- SS rooms

Note: If gym stage is needed, please note under "special requests" if stage needs to be cleared. Equipment is only to be moved by FBC worship team members.

AUDIO VISUAL

- TV/VCR
- Sanctuary sound
- Sanctuary projection
- Overhead/screen
- Gym sound
- Gym projection

EQUIPMENT (Please indicate quantity)

- ____ Rectangular tables
- ____ Flip chart
- ____ Whiteboard
- ____ Chairs
- ____ Lectern
- ____ Table extensions

KITCHEN EQUIPMENT

Kitchenette (upstairs): All equipment may be used.

Kitchen (lower level): Dishes & silverware may not be used.

I have read and agree to the attached policies and fee schedule.

Signature _____ Name _____ Date _____

Authorized Rental Representative

Signature _____ Name _____ Date _____

Witness

Please note: You will receive a "tentative approval" after your application has been received and the time/date/purpose of your meeting have been accepted. "Firm approval" of your booking will be issued once all staffing arrangements (custodian, technicians, etc.) have been made, a statement has been issued by FBC and the deposit has been received by FBC.

DISCLAIMER & WAIVER

First Baptist Church and its leaders, directors, officers, employees, contractors, agents, volunteers, members and representatives (collectively referred to as "FBC;"), are not responsible for any injury, loss or damage of any kind whatsoever sustained by any person or their property while participating in events or activities either organized by FBC or an outside party.

In consideration of FBC allowing the rental party and their guests to use the agreed upon facilities and/or equipment, the rental party of authorized agent agrees on behalf of all participants in the rental event:

1. To assume and accept all risks arising out of, associated with or related to participation in any and all activities arranged by the rental party.
2. To waive and release FBC from any and all liability for any loss, damage, injury (including loss of life) or expense that any member of the rental party or their guests may suffer, or that their next of kin may suffer as a result of participation in the activities due to any cause whatsoever.
3. To indemnify and hold harmless FBC from any and all liability for any damage to the personal property of, or personal injury to (including loss of life), any third party resulting from participation in the activities.
4. To indemnify and hold harmless FBC from any and all claims, demands, actions and costs of any loss, injury (including loss of life), damage or expense whatsoever that might arise out of participation in the activities.

POLICIES

1. Anyone wishing to use the facilities must complete a form on the website. There is the exception of funerals and funeral receptions as requested by the ministerial team at FBC.
2. Completion of the form on our website does not guarantee use of the facility. All rental requests are subject to the approval of the office administrator and the chair/vice-chair of the Stewardship & Administration Commission. FBC reserves the right to deny any person or body the use of the facilities should the usage be in conflict with the mission and vision of the church.
3. Only pre-approved areas and equipment may be used. Rooms which have not been booked cannot be used even if they are empty.
4. The instruction of the safe use of the major appliances in the large kitchen will be assured by the S & A Commission through posted signage.
5. The sound board and the computers are to be used only by authorized individuals.
6. All decorations brought into the church for a function must be approved prior to installation and must be removed immediately following the event. Their installation must not damage the building. The use of confetti (paper or other), real flower petals on the carpeting and tape on the walls is prohibited.
7. Any breakage and or damage must be reported immediately to the church office. FBC reserves the right to assess costs of damage to the facilities and or equipment and bill the user.
8. Delivery of any equipment prior to a function must be arranged in advance. FBC is not responsible for any items/equipment belonging to an individual or rental firm. All equipment brought into the church must be immediately removed from the premises after the function.
9. All windows are to be closed and locked and all lights are turned off when you are finished using a room. All furnishings and items are to be returned to the rooms of origin.
10. Please observe and obey all parking signs and parking lot markings.
11. In order to respect the privacy and rights of our neighbours, there should be no loud noise after 10 pm. **The event must end by 10:30 pm.** unless prior arrangements have been made.
12. No smoking is allowed in the building and no alcohol is allowed on the premises.
13. To reserve the room/rooms, payment needs to be made 7 days before the event date.
14. Any group not directly associated with FBC must provide proof of \$2,000,000 liability insurance coverage for the event, either through their own insurer or by contracting for coverage through FBC's insurer. A **Certificate of Insurance** naming First Baptist Church as an additional insured party for this event on the lessee's policy must be provided before the time of payment which is 7 days in advance of the event date.

FEES

Some rooms can be rented by the hour with a 2 hour minimum charge.

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|---|----------------|
| Sanctuary | \$30/hr |
| | \$100/half day |
| | \$150/day |
| Fellowship Room, Parlor, Gymnasium, Sunday School Hall | \$20/hr |
| | \$50/half day |
| | \$100/day |
| Kitchen (lower level) | \$50/half day |
| | \$100/day |
| Kitchenette (main floor) | \$30 |
| Sunday School Rooms | \$25 ea |
| Custodial Duties (setup, cleanup and security) | \$20/hr |
| Secretarial support if necessary | \$25/hr |

Sound Technician \$50/half day
For groups using the sanctuary for rehearsals, the charge is \$100 per week. However, the charge will be negotiated if the use needs to be more than once per week. This charge includes the use of the piano. The use of the organ will be negotiated separately as necessary.

Fees for **weddings** vary according to the requirements.

Fees for **funerals** are the same as for weddings with one exception. There will be no room rental fee.

Note: FBC expects those wishing to hold weddings and funerals in our building to request the involvement of our staff. The use of other qualified friends/family members in these rolls must be negotiated prior to the signing of a contract agreement. The fees must be paid to the church staff who are being replaced.