

NON-MEMBER BUILDING USE APPLICATION

APPLICANT INFORMATION:

NAME OF APPLICANT(S) _____ CELL PHONE _____

NAME OF GROUP / ORGANIZATION _____ WORK PHONE _____

ADDRESS _____ CITY/STATE/ZIP _____

Non-Member Outside Group/Organization

RESERVATION REQUEST/APPROVAL: Reservations are on a first-come basis. Applications are to be submitted to the Office Administrator and, if necessary, reviewed by the Board of Trustees.

DATE/S OF USE: _____ TIME/S OF USE: _____ AM PM

PURPOSE FOR USE OF THE BUILDING/EVENT INFORMATION:

- Wedding Rehearsal Graduation Open House Birthday Party Funeral
- Wedding Family Reunion Shower Funeral Luncheon
- Wedding Reception Meeting / Seminar Sports Practice Other Number expected: _____

BRIEF DESCRIPTION OF THE EVENT PLANS AND ENTERTAINMENT:*

**Entertainment must be consistent with the recognized practices of the church and approved by the Board of Trustees.*

ROOMS/AREA TO BE USED:

- Worship Center; max 380 people Lobby Kitchen; stove not available Conference Room
- Lounge Multi-Purpose Room; max 200 people Classrooms, indicate number of rooms
- Outdoor property; please explain: _____

EQUIPMENT NEEDED: (Indicate quantity needed)

- 8' Tables; 25 available: _____ Sound/Lighting System, Worship Center Podium
- 60" Round Tables; 10 available _____ Sound System, Multi-Purpose Room Easel
- Chairs; 210 available _____ Microphone: _____ Music Stand: _____ Dry Erase Board

FEE SCHEDULE / PAYMENT PROCEDURE:

- Worship Center / Lobby \$300
- Lobby only \$100
- Sound / Lighting System, Worship Center \$100
- Multi-Purpose Room with Kitchen \$300
- Classrooms/Conference Room / Lounge (each) . . . \$25
- Custodial Fee; minimum* \$80
- Security Deposit \$500

TOTAL DUE

* The minimum Custodial Fee covers the first two man-hours of service; additional cleaning is charged at \$30 per hour.

OFFICE USE ONLY:

Security Deposit Received
\$ _____ Date _____ Check # _____

50% Down Pay Received
\$ _____ Date _____ Check # _____

Balance Received
\$ _____ Date _____ Check # _____

- ROOMS USED:** Worship Center Lobby
 Kitchen Conference Room Lounge
 Multi-Purpose Room Outdoor Property
 Classrooms, indicate room number/s _____

TO CONFIRM AND HOLD

To confirm and hold the requested dates of use, two checks must be remitted to Frontline Bible Church:

- one check for the security deposit of \$500 and
- one check for 50% of the service fees.
- The remaining 50% is due at the time of the event. Security deposits will be refunded after the building and grounds have been inspected to ensure they were left in proper condition, all expenses are paid and, if a key to the building was issued to the user, it was returned.

GENERAL CONTRACT AGREEMENT AND TERMS OF USE

1. Alcoholic beverages and drugs are prohibited anywhere on church property. Smoking is only permitted outside the building in a designated area.
2. No food or drinks (except water) are allowed in the Worship Center. No red punch/beverages allowed in the building. No rice or birdseed shall be thrown on the premises.
3. All decorations must be free standing. When using candles, the holders must be sturdy, kept away from decorations and combustible materials, and extinguished immediately after use. All decorative lighting must meet safety regulations and not overload electrical circuits. All potential tripping hazards must be marked, protected or eliminated.
4. Adult supervision is always required on site to maintain control and ensure the proper conduct and actions of those attending the event and meets the church's standards. ***The upper levels of the building and elevator are off limits.***
5. The user agrees to be responsible for returning to pre-use condition all areas of the premises and its contents.
6. All lights and equipment shall be turned off and the facilities secured before leaving.
7. All events scheduled on Saturday's must conclude and the premises cleared by 5 PM unless prior approval is given.
8. Only an individual designated by the church may operate the sound/lighting systems.
9. Costs for other than normal snow plowing/salting will be paid by the user.
10. Applicant must meet with the Building Manager not later than three (3) days prior to the event to cover necessary details of this application and last-minute requests or needs.

SPECIFIC CONTRACT AGREEMENT TERMS

ORGANIZATIONAL USERS: User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. In addition, the user's liability policy must contain a premises medical payments coverage with a minimum \$5,000 limit. **The User must provide a certificate of insurance to the Owner at least seven (7) days prior to the date upon which the User begins use of the Owner's premises.** The certificate of insurance will indicate that the User has made the Owner an "additional insured" on the User's policy with respect to the use by the User of the Owner's premises.

ALL USERS: The user agrees to hold harmless, indemnify and defend the Owner (including the Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the premises of this event, its entrances and exits, and surrounding areas, for the User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including the Owner's agents, employees and representatives) or otherwise.

All USERS: Any incident whether it be personal injury or property damage must be reported to the Owner by the User immediately or ASAP. The user will be required to fill out and submit to the Owner a "Incident Report Form" provided by the Owner. The contact for the owner is the Building Manager or a Designated Representative of the Owner. Contact information will be provided by the Owner.

The applicant(s) agree to comply with the requirements and stipulations as stated within this Application or otherwise provided by the Owner, accepts responsibility for all repairs or damages to the building, its contents and all its property, as well as all additional costs stated within this agreement. The Board of Trustees, at its discretion, may provide waivers and/or stipulations to this agreement.

WAIVER/STIPULATION

<u>APPLICANTS SIGNATURE</u>	<u>DATE</u>
<u>OFFICE ADMINISTRATORS SIGNATURE</u>	<u>DATE</u>

COPIES TO: Office Administrator Building Manager/Custodian Sound/Lighting System Board of Trustees