



FACILITY USE CONTRACT AND AGREEMENT

Our church is happy to share our facilities when possible, and we hope that these guidelines will enable your group to have a good experience here. Please read the accompanying document entitled “Facility Use Guidelines and Fee Schedule” for an understanding of our reservation guidelines and fee schedule.

The reservation is not considered confirmed until we send you a confirmed copy of the contract. It is necessary for our staff to approve the use of rooms in order to assure that our church programs have use of the facilities as needed. This “Facility Use Contract and Agreement” must be signed and returned with the deposit. Your event will not be placed on the church calendar until the form and deposit are returned.

Name of Organization: _____

Address: _____

Contact Person’s Name: _____ Phone: _____

Email: _____

Date(s) Requested: _____ Event Start Time: _____ Event End Time: _____

Frequency: One Time Only Weekly Monthly Other: _____

Does your event require set-up time? If so, what time do you need the space? _____

What time frame do the doors need to be unlocked for your event? _____

General Information

Describe in detail the type of event, including the number of participants expected:

Facilities Requested:

- _____ Sanctuary
- _____ Hailey Hall
- _____ Turner Gym
- _____ Chapel
- _____ Other

Please list: _____

Sound or Audio-Visual Needs:

- _____ Sound Only
- _____ Audio-Visual Assistance
- _____ Other (Please Specify)



Event Name: _____

Event Date: _____

Facility Rooms Requested	Number of Hours	Total Fee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Discount (If Applicable): _____

Total Rental Fee: _____ **Due :** _____ (2 weeks prior to event)

Reservation Agreement:

I, _____ (Name of Representative) certify and acknowledge that I have read and that I understand this contract and accompanying documents, including the schedule of fees. I have also reviewed HBBC's Children and Youth Protection Policy and Facility Use Guidelines located at www.hbbc.org/resources.

I, also, _____ (Name of Representative) agree to indemnify and hold harmless HBBC from and against all liabilities, claims, damages, judgements, losses, and costs incurred by HBBC, including reasonable attorneys' fees, arising out of its use of HBBC facilities pursuant to this Reservation Agreement.

- Prior to the event, if applicable, I will provide a Chaperone Screening Certificate to the Executive Pastor, which requires a background check for all paid or volunteer adults.
- I assure that during the event, 2 screened adults will be present at all times of the event if youth and children are present.

Print Signature of Representative: _____

Title of Representative: _____

Signature of Representative: _____

Signature of Church Representative: _____

Date: _____

Record of Deposit Paid: _____

FACILITY USE GUIDELINES AND FEE SCHEDULE

Hayes Barton Baptist Church

As a part of its ministries, Hayes Barton Baptist Church offers the use of its facilities to the community. These fees and guidelines apply to those community activities or programs that are not church sponsored.

Persons, groups or events should not conflict with Hayes Barton Baptist Church's mission, philosophy, and beliefs. The "Facility Use Contract and Agreement" should be submitted to the Executive Pastor at least 4 weeks prior to the event.

It is necessary for your group to comply with the following guidelines:

1. Use of our facilities will be limited to the area which has been reserved. No other rooms, other than hallways and restrooms, may be used without additional reservations.
2. It is the responsibility of your group to leave the room as it was upon arrival. Lights must be turned off and any trash generated by your group must be placed in the dumpster upon leaving.
3. The cost of any damage caused by your group to facilities, equipment, supplies, or furnishings will be the responsibility of your group upon notification in writing from our Business Administrator.
4. Parking areas and signs must be honored, including the areas for handicapped parking.
5. No decorations or signage may be attached to walls or door surfaces without prior permission from our Facilities Director.
6. No other persons outside your group are included in this contract.
7. No firearms, smoking or alcoholic beverages are permitted in our facilities or on the campus.
8. No open flames are permitted inside the facility. Candles may only be used by permission from our Facilities Director.
9. If your event requires food or drinks, it must be approved prior to the event date. Additionally, confetti, glitter, etc. must also be approved prior to the event. Food and drinks are only allowed in Hailey Hall and FLC 201. Clean-up fees may apply if prior approval is not obtained.
10. No persons or groups may use the kitchen equipment without prior authorization, and it is required that someone from our staff or food service committee is present.
11. Please request a Certificate of Liability Insurance from your insurer that provides at least \$1MIL CSL, naming HBBC, Board of Trustees as additional Named Insured to be applicable during the time period that the space is available for use. If the event requires employees or organization owned vehicles to be used on the premises, the Certificate should include Workers Compensation information and at least \$1MIL CSL limits of auto liability. **If unable to comply with the insurance requirements, please contact our Business Administrator and submit a release agreement along with the contract.**
12. Keep in mind that this is a church and that funerals are considered a priority ministry. If a funeral were to be set on the same date, your group may be asked to reschedule.
13. For emergencies while in our facilities, contact the necessary city emergency resources and notify David Keel the Facilities Director, at (919) 645-6757. In the event of an injury, please contact Isadora Bailer in the church office for an incident form.



FACILITY USE FEES

The following are the minimum rental fees applied to each room/space. These fees are based on a 2 hour block.

Sanctuary	- \$1,000.00
Hailey Hall	- \$600.00
Chapel	- \$500.00
Turner Gym	- \$150.00 (can be booked for 1 hour at \$75)
Floor Covering in Gym	- \$400.00
Any other room	- \$50.00 per room
Sound/Audio Visual Assistance	Additional Fee

Camps in the FLC-Gym only

Half-day Camp (under 4 hours): \$125/day

Full-day camp (over 4 hours): \$250/day

Camps in Classrooms

Half-day Camp (under 4 hours): \$75/day/room

Full-day camp (over 4 hours): \$150/day/room

Discounts may apply depending on the group and will be at the discretion of Business Administrator, Executive Pastor, and Facilities Manager.

If an event takes place outside of church business hours an additional fee of \$45/hour will be required. This fee helps cover a person at the Welcome Desk as well as a custodial fee. A certificate of insurance is required for organized groups, and must be provided to Business Administrator at the time the remainder of the fee is paid. The fees are to be paid in full at least 14 days/2 weeks prior to the scheduled event. Event fees can be paid online at hbhc.org/give or by check or cash to HBBC. Please note Facility Use and the date of the event in the memo.

Your event will be placed on the calendar once the contract is returned and the deposit is received. The deposit is equal to half of the total rental fee.

The set-up form is required at least 2 weeks prior to the event. Both forms should be submitted to Kristen Muse, Executive Pastor, at kmuse@hbhc.org.

Weddings have different policies and fees. For information on the use of the building for a wedding, contact Carla Murray at cmurray@hbhc.org.

Sound and audio-visual assistance fees are in addition to those listed above. Please contact Kristen Muse prior to returning the contract to receive the cost, as it varies depending on the extent of the need.

Priority of Scheduling:

No outside event can be scheduled more than 6 months prior to the event date. Church ministries or church partners have priority in scheduling events. Active church members also have priority in reserving space(s).



FACILITY SET-UP FORM

Event: _____

Event Date: _____

Contact Person: _____

Best Contact: _____

Anticipated Number of Participants: _____

Will Food or Drink be Served? Yes No

Equipment Needs

Round tables: # _____

6 Foot Rectangle Tables: # _____

Chairs: # _____

Food Serving Tables: # _____

Other: _____

**Please attach a diagram of how you would like tables/chairs to be set up.*

Is sound or audio-visual needed? Yes No

Special Needs or Requests:

Will items be sold, revenue generated, or admission charged for your event? Yes No

If yes, what will be the expected revenue or ticket price for the event? \$ _____

If yes, how will the net proceeds from this event be used? _____

Is your group a Nonprofit 501(c)(3) organization? Yes No

If yes, Nonprofit Tax ID Number: _____

This form must be submitted to Kristen Muse (kmuse@hbhc.org) at least two weeks prior to the event or it will be removed from the calendar.

