



## **Guidelines For Using Building/Equipment**

First Baptist Church  
579 Canton Street, Troy, PA 16947

We are grateful to God's provision for our church and in order to be good stewards of our church facility, we ask for the cooperation of every member in keeping these guidelines:

### **Our Philosophy for Building Usage**

First Baptist Church desires that the church facility would be used for the glory of God and for the edification of the believers. The primary purpose of the facilities of the First Baptist Church is for the functions and activities of the congregation in its ministries. Any other use of the facilities is expected to be in harmony with the principles and standards of the congregation.

FBC encourages the use of the building for assisting the personal ministries of our church family.

FBC desires to see the building used to reach our community for Christ.

- Members or Regular Church Attendees of First Baptist Church of Troy OR East Troy Baptist Church will not be charged any usage/rental building fees. There may be a charge when using our Media equipment in the fellowship hall (audio/visual) for an event.
- Only a FBC qualified individual will be allowed to run equipment.
- Non-members – Individuals and groups will be charged usage/rental fees.

### **Definitions and Rules of Facility/Equipment Use:**

**The church reserves authority to say yes/no to building use requests and will monitor activity.**

We request that those who use the building would leave it in a reasonably clean condition.

- All food must be removed.
- Kitchen must be cleaned up with kitchen items returned to the cupboards
- Chairs put back in place and tables put away
- All garbage to be taken outside and placed in appropriate receptacles.
- The room(s) must be left set up the way it was before use.

A church member or approved person must be present at all events. That person will sign and return the "Building Clean-up and Lock-up" checklist and be accountable for lock up, clean up, lights out, etc.

First Baptist Church is an alcohol free facility. Consumption of alcohol shall not be allowed or engaged in or on any part of the premises or property of the church.

Smoking and Tobacco use of any kind is prohibited in any FBC building.

Church Furnishings: It is the general policy that no church furnishing will leave the church premises. (some exceptions apply)

- Use of chairs or tables – If used off premises, must be returned in clean condition. Please wipe down legs if needed.
- First Baptist Church programs need to have priority over all other requests.
- Commitments to outside groups or church members may have to be altered due to unexpected church needs such as funerals.

### Steps/Requirements For Application For Building Use:

1. Fill out an application and submit it to the Building Use Director, Pat Knights:

Cell Phone: 570-529-3148  
Home Phone: 570-297-3859

2. The application and Indemnity agreement must be filled out at least one month in advance.
3. Approval will come from the Building Use Director.
4. The Pastor is authorized to approve usage for emergency functions.
5. Payment for facility use is required prior to use. See fee schedule below
6. Checks are payable to "First Baptist Church."

### Fees For Building Use:

	<b>NON-Members</b>	<b>Members/Attendees of FBC or East Troy Baptist</b>
Meeting	\$50	\$0
Dinner	\$150	\$0
Recreational Use	Suggested Minimum donation (\$1 per head)	\$0

Thank you for your cooperation in keeping our church facility clean and safe.

## Building/Equipment Use Application

First Baptist Church, 579 Canton Street, Troy, PA 16947

1. Name of Applicant: \_\_\_\_\_
2. Address & Phone Number: \_\_\_\_\_  
\_\_\_\_\_
3. Member of FBC? \_\_\_\_\_ Regular attendee of FBC (6 months)? \_\_\_\_\_
4. What is your intended use of the facility or equipment? \_\_\_\_\_  
\_\_\_\_\_
5. What is the date of your function? \_\_\_\_\_
6. What is the starting and closing time of your function? \_\_\_\_\_
7. How large of a group are you expecting? (**Building Code Limit is 125**). \_\_\_\_\_
8. What room(s)/equipment are you requesting use of? \_\_\_\_\_
9. Will you be having a food reception in the fellowship hall? \_\_\_\_\_
10. Do you have a member of FBC responsible for opening & closing the church, overseeing the clean-up of the facilities, and signing and returning the “**Building Clean-up and Lock-up**” checklist? If yes, who? \_\_\_\_\_
11. Do you need to use any Audio/Visual equipment for this event? \_\_\_\_\_
12. Have you read our Guidelines for using the fellowship hall policy and agree to abide by the regulations contained therein? \_\_\_\_\_
13. Signature of Applicant: \_\_\_\_\_
14. Date of Application: \_\_\_\_\_

### For Official Church Use Only

Date Received: \_\_\_\_\_ Date Approved by Director: \_\_\_\_\_

Updated Calendar (✓): \_\_\_\_\_ Notified Applicant of Decision: \_\_\_\_\_

# INDEMNITY AGREEMENT

Agreement made this date between First Baptist Church (hereinafter referred to as "FBC") and \_\_\_\_\_ (hereinafter referred to as "indemnitor") whereby Indemnitor shall indemnify and save harmless FBC against any and all claims, demands, causes of action, suits, or judgments, including attorney fees, cost, and expenses incurred in connection with such matters, for death or injuries to persons or for loss of damage to property, however caused, arising out of or in connection with the use and occupancy of FBC premises by indemnitor, indemnitor's agents or employees, or invitees, as described more particularly below.

In the event of such claims made or suits filed, FBC shall give Indemnitor prompt written notice thereof, and Indemnitor shall resist or defend the action or processing with counsel satisfactory to FBC.

Intended use of FBC premises: \_\_\_\_\_  
\_\_\_\_\_

Date and Hours of intended use: \_\_\_\_\_  
\_\_\_\_\_

Rooms/Equipment to be used: \_\_\_\_\_  
\_\_\_\_\_

Anticipated number of persons: \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

First Baptist Church, By: \_\_\_\_\_

"Indemnitor," By: \_\_\_\_\_

# Building Clean-Up and Lock-Up Checklist

## Clean-Up Initials for each area used.

Fellowship Hall: Floor clean: \_\_\_\_\_ Trash emptied: \_\_\_\_\_  
Room (e.g. Tables & Chairs) returned to original state: \_\_\_\_\_

Sunday School Rooms: Floor clean: \_\_\_\_\_ Trash emptied: \_\_\_\_\_  
Room (e.g. Tables & Chairs) returned to original state: \_\_\_\_\_

Nursery Room: Floor clean: \_\_\_\_\_ Trash emptied: \_\_\_\_\_  
Room (e.g. Tables & Chairs) returned to original state: \_\_\_\_\_

Sanctuary: Floor clean: \_\_\_\_\_ Trash emptied: \_\_\_\_\_  
Room (e.g. Tables & Chairs) returned to original state: \_\_\_\_\_

Overflow Room: Floor clean: \_\_\_\_\_ Trash emptied: \_\_\_\_\_  
Room (e.g. Tables & Chairs) returned to original state: \_\_\_\_\_

Kitchen: Floor clean: \_\_\_\_\_ Trash emptied: \_\_\_\_\_  
Room (e.g. Tables & Chairs) returned to original state: \_\_\_\_\_  
Sink Cleaned: \_\_\_\_\_ Stove/Counters Cleaned: \_\_\_\_\_

Bathrooms: Floor clean: \_\_\_\_\_ Toilets respectable: \_\_\_\_\_

## LOCK-UP (Confirmation that all of the outside doors are locked.)

Main Doors to Church:

Main Building: : \_\_\_\_\_ Fellowship Hall: \_\_\_\_\_

<p><b>Responsible FBC Member (Print Name):</b> _____ <b>Date:</b> _____</p> <p><b>FBC Staff – Condition of church:</b>      Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/></p> <p><b>Comments:</b> _____</p>
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