



## **Building Usage Agreement**

First Baptist Church's (FBC) primary purpose is to carry on the mission and ministry of Jesus Christ. We have a desire to serve as an outreach to the community and currently have a number of longstanding relationships with community organizations for ongoing use. The church is happy to have your group share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Building Usage Agreement and Release Form. A copy of the approved form will be returned to you.

These forms are only to be used for occasional use such as a once only use or for a few hours one day each week or month. Building use activities fall under the jurisdiction of the Church Coordination Team (CCT). Requests for building use are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved and executed through the office. Local organizations and individuals for one-time or short-term usage also may use church building. When possible we will attempt to make our facility available for such groups.

Our first priority is to First Baptist Church programs and membership needs. Priority is then given to nonprofit groups that are supported by the church and finally to other nonprofit organizations.

Approval for the use of the grounds and/or facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use church facilities are not to advertise the event in such a way as to imply endorsement by First Baptist Church. No activities or advocacy may take place within the church building or grounds that conflict with the practices of this congregation or that of the American Baptist Church USA.

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## **STEPS TO FACILITY USE SCHEDULING**

1. Obtain and complete a Property Use Agreement from the church office or at our website: <http://fbcuncie.org>
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Property Use Agreement to the church office and you will be notified whether it is approved or not approved.
4. Fill out the Building Use Request Form at <https://fbcuncie.churchcenter.com/people/forms/520312>

***If the online form is filled out, only the signed Property Use Agreement (release Release and Indemnity Agreement) must be filled out and turned into the office, and you will not be required to fill out the information about your event by hand.***

## **FEES FOR FACILITY USAGE**

At this time FBC does not charge a fee for the use of our facilities, However FBC reserves the right to charge a damage deposit or individual fees as required. Donations to cover the cost of utilities and cleaning are appreciated but not required.

## **RULES AND REGULATIONS**

### **CHURCH PROPERTY**

Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs, tables, tablecloths, etc may be used when using the facility under the rules herein.

### **FACILITY CARE**

The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.

NOTE: There is a \$10 fee for replacing lost keys.

### **KITCHEN RULES**

Any group wanting to use the kitchen must have a representative schedule a time to meet with our kitchen representative for instructions on the use of our kitchen.

## **PIANO, ORGAN AND HAND BELL USE**

Permission to use the piano, organ and/or hand bells must be granted by the Worship Arts Pastor, piano and drums should not be moved except by permission from the Worship Arts Pastor and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after replacement.

## **SANCTUARY SOUND SYSTEM**

The Sanctuary sound system is available for use upon request. The system must be operated by FBC trained members or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.

## **NO SMOKING and NO ALCOHOL USE ALLOWED**

All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms.

## **BUILDING USE**

All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.

## **NO GAMES OF CHANCE**

Gambling on the church premises is strictly prohibited.

## **SUPERVISION OF CHILDREN AND YOUTH**

First Baptist Church seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults should be present at all times during any program or event involving children.
- Adult supervision is required at all times both inside and outside of the church property including the outside shelter house and parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

## **NURSERY USE**

The nursery facility is available and our safety standards require that two (2) nursery care providers must be present to operate the nursery. At least one (1) caregiver must be at minimum, eighteen (18) years of age.

## **FOOD AND DRINK**

Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Long Term Storing of catering equipment is not permitted.

## **DECORATIONS**

Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.

## **STORAGE**

Excess storage is limited for organizations other than church groups, as such; all organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.

## **BREAKAGE**

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc any part of the building and/or its furnishings and equipment which in the judgment of the CCT has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

## **SECURITY**

The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. First Baptist Church is not responsible for theft or damage to personal property.

## **FINAL DECISIONS**

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Church Coordination Team or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Coordination Team's directions or forfeit the use of any part of the facility immediately.

First Baptist Church  
309 E. Adams St.  
Muncie, IN 47305

PHONE (765) 284-7749



**Building Usage Release Form ([may be filled out online](#))**

Name of Group or Event: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

**General Information**

Describe IN DETAIL the type of event you will be bringing to our facility, including estimated number of participants.

Will tickets be sold or admission charged for your event? If yes, what will be the ticket prices or the admission fee?

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

Is your group a Nonprofit 501(c)(3) organization?

Nonprofit Tax ID Number:

## **ROOM(S)/RESOURCES REQUESTED**

Sanctuary

Nursery

Piano/organ or sound system

Fellowship Hall

Kitchen

Parking Lot

Youth Room

Outside Shelter House

Classroom

Other: \_\_\_\_\_

Will food or drink be consumed?

Special Needs or Requests:

**Please sign and turn into FBC’s Church Office:  
309 East Adams Street Muncie, Indiana, 47305**

**Release and Indemnity Agreement**

This Release and Indemnity Agreement is between \_\_\_\_\_ (organization or individual) and First Baptist Church of Muncie, IN (for use of the property described above for meetings and other activities.)

NOW, THEREFORE, in consideration of permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges First Baptist Church, Muncie and its administrator, directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.



**ACCEPTANCE OF RESPONSIBILITY**

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy Property Use Resources including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Signed/Date