

## Rental form for Community Groups

### **Guidelines for Use of CBC**

**We believe that the use of our facility by community organizations/individuals is a part of our service to the local community.**

**In allowing community organizations to use our facility, we have several guidelines that we ask you to follow.**

- 1. That the requesting group is supportive of the community, be non-profit in nature, and not hold core beliefs or values which may be in direct conflict with those of Calvary Baptist Church.**
- 2. That there is a single responsible contact person from your organization with whom we deal.**
- 3. That an appropriate facility space be available for your use.**
- 4. That your function not unduly interfere with Calvary Baptist Church functions, which will have scheduling precedence over any and all outside organizations which use our facility.**
- 5. That the expense of hosting your organization is borne by you. This includes the approximated cost of utilities and janitorial expenses where applicable. (a donation may be made, depending on the agreement)**

**Below are the policies and procedures for use of the building space at Calvary Baptist Church**

#### **1. Liability Waiver & Acknowledgement Statement:**

- a. Each user group has no protection afforded by our insurance thus you need to obtain your own.**
- b. We require a Certificate of Insurance from your insurance broker confirming a minimum of \$2,000,000 General Liability coverage; \$5,000,000 Tenants Legal Liability, adding the Calvary Baptist Church as an additional insured.**
- c. Lastly, providing the church with:**
- d. 30 days written notice of cancellation**
- e. Proof of insurance. (house insurance with the name of the person in charge could apply) That of course would not apply to a business or an organization or person making money as a result of the function. (Our insurance company takes no responsibility for liability to outside user groups.)**

**2. Contact Person(s): Please let the church know the name, address and phone number of the responsible person for your group.**

**3. Keys - the building will be unlocked for your group by a member of our custodial or other staff. No keys will be given to groups/individuals renting the church.**

**4. Fire Regulations: All aisles and exits must be kept clear at all times. Use of lighted candles is prohibited, except for the platform - under controlled conditions. Non-flammable decorations may be used but may not be attached to church property without expressed written consent of the Church staff or facility trustee.**

**5. Sound System and Instruments: A piano is available by reservation. However, any reservation for use of the church sound system will require contracting with one of the church sound technicians for the event at an agreed upon rate. No other church instruments may be used.**

**6. Doors and Locks: The building is to be locked at the agreed upon time. We ask that the as in # 2 the contact person check all doors to make sure they are securely locked.**

**7. Windows and Lights – Please close all windows and turn off all lights when your group is finished.**

**8. Set up and Clean Up:**

**a) It is the general policy of the church that all “outside groups” clean up after themselves. You should attempt to leave the facility in the same condition that you found it.**

**b) We generally will not “set up” rooms for outside groups, but will attempt to ensure that the tables and chairs or equipment are in close proximity to the room for your use. Please return the tables and chairs to their original location when you are done.**

**c) If your outside group requires our custodian to set up and/or clean up after them, an additional fee will be added to the room-use charge to cover the custodial time.**

**Other Important guidelines and policies:**

**a) No food or beverages (other than water) are allowed in the sanctuary.**

- b) No alcoholic beverages are allowed on the premises and no smoking in the building.
- c) Minors must be under adequate adult supervision at all times.
- d) No animals of any kind are permitted. Except certified service animals.

\_\_\_\_\_ Initials

**Alarms and Emergencies**

- a) Fire Alarm: In the event of a fire alarm, please evacuate the building immediately. Call (Facility Trustee) if the fire department is dispatched automatically to a fire alarm.

I have read and take responsibility for the requirements of this document.

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date

**CALVARY BAPTIST CHURCH RENTAL APPLICATION**

Revision September 2017

Please note: Your user group has no protection afforded by the insurance held by Calvary Baptist Church. You need to obtain your own. You need to provide a Certificate of Insurance from your insurance broker confirming a minimum of: \$2,000,000 General Liability coverage; \$500,000 Tenants Legal Liability; adding the Calvary Baptist Church as an additional insured; providing the Church with 30 days written notice of cancellation. (House insurance with the name of the renter (person in charge) would be fine, except for businesses, organizations or persons making money as a result of the function. A special insurance policy would be needed for that.

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

Date:

\_\_\_\_\_

Telephone # \_\_\_\_\_

Business #

\_\_\_\_\_

Type of Function:

\_\_\_\_\_

Time: \_\_\_\_\_ # of People (est) \_\_\_\_\_ Payment Rec'd

\_\_\_\_\_

Please check all that apply:

AREA	RENTAL RATES
TOTAL	
___ Main Auditorium	\$ 50.00/function
_____	
___ Kitchen	\$ 50.00/function
_____	
___ Banquet Room	\$ 50.00/function
_____	
___ Caretaker	\$ 75.00/function
_____	
___ Audio Operator (main auditorium)	\$ 75.00/function
_____	
___ Audio Operator (Banquet Room)	\$ 75.00/function
_____	
___ Multi-Media Projector	\$ 75.00/function
_____	
___ Piano Recitals	\$ 125.00/function
_____	

EACH OF THE FOLLOWING REQUIRES SEPARATE CHEQUES PLEASE

\_\_\_ **\*\* Damage Deposit** \$ 250.00/function

\_\_\_\_\_

\_\_\_ **Minister** \$ 100.00/function

\_\_\_\_\_

\_\_\_ **Honorarium (Premarital)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_ **Organist/Pianist** \$ 75.00/function

\_\_\_\_\_

\_\_\_ **Soloist** \$ 75.00/function

\_\_\_\_\_

**Total Payable in Advance** \$

\_\_\_\_\_

**CALVARY BAPTIST CHURCH RENTAL APPLICATION**

Revised September 2010

ITEMS AVAILABLE HOWEVER YOUR GROUP WILL BE REQUIRED TO SET UP AND TAKE DOWN:

\_\_\_ **Round tables**

\_\_\_ **Baptismal Tank**

\_\_\_ **Risers**

\_\_\_ **Grand Piano**

\_\_\_ **No Parking Signs**

\_\_\_ **Electric Piano**

\_\_\_ **Music Stands**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:** Payment in full is required before the function. The premises are expected to be left reasonably clean and if not, then additional charges will be levied. Breakage or loss will be charged back to the renting party.

**\*\*** The damage, if any, will be determined by mutual agreement by the church appointee and the renter. Limitations as to the use of tape, tacks, staples, etc for decorating purposes must be determined prior to the use of the premises.

Any requests for a reduction in rental rates must be formalized and routed to the Calvary Baptist Church Board by the proposed renter.

In signing this rental application, we are agreeing to the building use guidelines for Calvary Baptist Church.

Approved:

---

Office Secretary

---

Renter