



FACILITIES USE AGREEMENT

Representative please initial by each statement. New Hope First Baptist Church is abbreviated as (NHFBC) and “the user” refers to the organization/company/individual named below.

A Calendar Request Form must be completed for facility use. The form can be found at: <https://discovernewhope.formstack.com/forms/calendarrequest>
A reply will be sent by *Pastoral Ministry Assistant* confirming application was received and if/when it has been accepted and scheduled.

Use of buildings must be done with behavior consistent with Biblical teachings. Use of alcohol, tobacco, illegal substances and firearms is strictly prohibited on church property or at any church sponsored event.

Regularly scheduled church ministry events are given priority in building use. We reserve the right to pre-empt scheduled use if facilities are required for use by Church. In cases where this becomes necessary, an alternate space (if available) will be offered or an opportunity for rescheduling will be given. (Appendix 1)

The area or areas of the building that is being requested by the user **will be the only area(s) available for use. This includes designated Restrooms and Childcare rooms.**

Events scheduled for Saturdays must end and all buildings vacated by 4:00 P.M. to allow for inspection of facilities used and any additional clean up needed for Sunday morning worship.

All set up and tear down will be organized by the *Facility Manager*. The user must **provide a layout diagram 1 week in advance of the event.** If furniture or equipment is to be moved, it must be done with the prior approval to maintain the quality of the building’s furniture and equipment, and to prevent damage. The user is expected to leave the building clean and in the same condition as was prior to use, and must remove all items associated with their event immediately following use. (Appendix 3&4)

No decorations may be affixed to any surface without prior approval.

Dining or the serving of food is limited to pre-approved areas (FLC, 114, EDU 203/204). If meals are to be prepared in the church kitchen, the *Facilities Manager* will demonstrate

How to use the stove, coffee makers, etc. All cookware and utensils used during preparation is to be cleaned and returned to designated area. Nothing is to be left in sinks or on counters. Any food left in refrigerator will be disposed of if left overnight unless prior arrangements have been made.

Paper goods are available for use for all church sponsored events. External and Member events should bring in their own paper goods and utensils to use. Any paper goods that are not removed should be on the counter or put in the back pantry. Do not place them in the kitchen cabinets.

Place all used kitchen dish towels in laundry bin in the kitchen. Tablecloths must be laundered and returned to the church office within three days of use. This also pertains to Church hosted events. Number of Table Clothes checked out: _____
Return to *Pastoral Ministry Assistant* on this day: _____

For church member or external events (see Appendix 1 below) a \$150 deposit will be collected when the facilities use agreement is signed. The check will be held until after the event, then shredded if no damages were incurred during the event.

It is prohibited to remove any Church owned furniture or equipment from the premises.

Use of audio-visual equipment is by permission only. AV Staff will operate equipment during church office hours*. If outside of office hours, a paid technician is required and chosen at the discretion of Church staff (availability cannot be guaranteed). Updated hourly fees can be provided upon request.

All minor children, under age of 17, must be supervised by a minimum of two adults (over age of 21) at all times. **Children are not permitted to roam freely about the church property.** Non NHFBC users must obtain parental permission in writing for involvement by minors in activities on church grounds and keep all doors to classrooms open and unlocked during the building use. Permission forms must be turned into the *Pastoral Ministry Assistant* during normal church office hours* prior to the event.

The user assumes the liability for injuries to persons attending the event and for damages or loss of user's property.

The user will be held responsible for any damage done to church property. Notification of damage will be made in writing within 24 hours following the event after facilities are inspected. The responsible party will then have 30 days to repay NHFBC for the damage outlined at the estimated repair/replacement costs provided.

Report any maintenance problems and damages to the *Facilities Manager*.

Willful violation of any portion of policy could lead to loss of eligibility to use the facility.

Appendix 1 Building Use Priority

General:

The philosophy and underlying procedure for building use is that all church facilities shall be used to carry out the basic purpose and mission of the church. All events must have a church leader liaison overseeing the event. Liaisons can include staff, ministry assistants, Hope Group leaders, or Deacons

Criteria to Determine Building Use:

- Activity fulfills church's mission and fits who we are and what we believe
- Space availability
- How use impacts other programs
- Evaluation of safety/legal issues

The Priority of Use Shall Be As Follows:

- Church Events
 - Church wide events
 - Church services- (i.e. worship services, Hope Groups etc.)
 - Regularly scheduled church activities
 - Ministry focused events
- Church Members
 - Not ministry focused, exclusive attendee list
 - Weddings and funerals
 - Individual parties and special events (anniversary parties)
 - Other informal Church Member requests (basketball, volleyball, etc.)
- External Groups
 - Church recognized events that are in keeping with the building use philosophy embraced by the Church
 - outside group unconnected to the church
 - must be a not-for-profit group

Appendix 2: Areas of Responsibility for Church Events

Facilities/Admin Staff Responsibilities

- Pastoral Ministry Assistant Review Church Calendar for upcoming events
- Facilities Manager review set-up needs/layout requests
- Staff communicate with minister over event with questions/concerns
- Clean and fully stock bathrooms and kitchen prior to event
- Clean floors prior to event
- If needed, schedule HVAC for event
- Empty trash and place new liners in cans prior to event
- Set-up tables and chairs according to the layout
- Empty trash in bathrooms and monitor throughout event
- Empty large trash cans in kitchen/FLC and keep liners in cans
- Wash, fold and put away used kitchen dish towels
- Break-down tables/chairs; if the event is a time that facilities staff cannot come back to break-down tables/chairs, make a plan with ministry staff
- Clean floors after event
- Clean and restock bathrooms after event
- Lights turned out and building secured

Ministry Administrators Setup/Tear Down Responsibilities

TASK	COMPLETE
Event approvals should be made by Ministers or during annual calendar planning.	
Place on church calendar by submitting a Calendar Request to Pastoral Ministry Assistant.	
Provide a set-up layout/map to Facilities Manager one week prior to event	
Provide any details needed to facilities team such as transition times and special requests	
Pastoral Ministry Assistant to schedule electronic doors or un-lock/re-lock physical doors	
Decorate for event	
Check-out needed table cloths	
Remove any food from area; includes kitchen, refrigerator and freezer; take all food home or to trash	
Wipe down kitchen surfaces and wash, dry and put away used dishes and utensils	
Wipe down tables used	
Pick up and discard major trash/debris from floors and event area	
Wash and return any used table cloths	
Place used dish towels in laundry bin	
Remove any decorations and return to designated area or take home	

Appendix 3: Areas of Responsibility for Church Member Events

Facilities/Admin Staff Responsibilities

- Pastoral Ministry Assistant to present Event for approval at staff meeting and schedule on church calendar
- Pastoral Ministry Assistant to schedule electronic doors or check out physical keys
- Staff will communicate with New Hope Leader over event with questions/concerns
- Clean and fully stock bathrooms and kitchen prior to event
- Clean floors prior to event
- If needed, schedule HVAC for event
- Empty trash and place new liners in cans prior to event, keep extra liners in cans
- Wash, fold and put away used kitchen dish towels

Church Members Setup/Tear Down Responsibilities

TASK	COMPLETE
Place on church calendar by submitting a Calendar Request to Pastoral Ministry Assistant.	
Ensure the event has a Minister, Hope Group Leader, or Deacon attending as they will need to sign off on the Facilities Use Agreement.	
Provide any details needed to facilities team such as transition times and special requests	
Unlock/Lock keyed doors needed using checked out key	
Set-up tables and chairs	
Decorate for event	
Check-out needed table cloths	
Remove any food from area; includes kitchen, refrigerator and freezer; take all food home or to trash	
Wipe down tables used	
Break-down tables/chairs OR return to previous set up if one was present	
Wipe down kitchen surfaces and wash, dry and put away dishes and utensils used	
Pick up and discard major trash/debris from floors and event area	
Clean floors after event using the dry dust mop or Swiffer, and spot clean spills	
Wipe bathroom counters, check toilets, tidy if needed, empty trash, and report any plumbing issues ie: stopped up toilets to facilities manager	
Wash and return any used table cloths	
Place used dish towels in laundry bin	
Remove any decorations and return to designated area or take home	
Lights turned out and building secured	

Appendix 4: Areas of Responsibility for External Events

Facilities/Admin Staff Responsibilities

- Pastoral Ministry Assistant Review Church Calendar for upcoming events
- Facilities Manager review set-up needs/layout requests
- Staff communicate with NHFBC leader liaison over event with questions/concerns
- Clean and fully stock bathrooms and kitchen prior to event
- Clean floors prior to event
- If needed, schedule HVAC for event
- Empty trash and place new liners in cans prior to event
- Set-up tables and chairs according to the layout
- Empty trash in bathrooms and fully stock throughout event
- Empty large trash cans in kitchen/FLC and keep liners in cans throughout the event
- Wash, fold and put away used kitchen dish towels
- Break-down tables/chairs; if the event is a time that facilities staff cannot come back to break-down tables/chairs, make a plan with ministry staff
- Clean floors after event
- Clean and restock bathrooms after event
- Lights turned out and building secured

External Group Responsibilities

TASK	COMPLETE
Remove or discard all food/drinks	
Pick up and remove trash to dumpster	
Tables wiped down	
Countertops cleaned in kitchen area, if used	
All decorations removed or returned to designated storage space	
Tablecloths returned to church office	

Layout Diagram