

First Baptist Church of Benicia, California

Facility Rental

Information Packet, revised March 2014

Rental of FBC Facility

Overview

The First Baptist Church of Benicia maintains facilities at 1055 Southampton Road in Benicia, California. While the facilities are used primarily for the programs and ministries of the Church, the Church membership recognizes its responsibility as part of the Benicia community to allow certain uses by private groups and/or individual members of First Baptist Church, and only 501(3)c Non profit community organizations, and local churches, as long those uses do not interfere with the Church's scheduled programs and ministries. All such events are to be scheduled with the Church Administrative Staff and are subject to the guidelines outlined below. We are happy to allow the renting of our facility but the renter has the responsibility to do their own set and reset of the building and it's content to its original placement. The rental fee does not include tear down and set up or custodial duties for the rooms that are rented.

Conditions of Use

1. **Clean up of Rooms and Kitchen:** Vacuum floor if necessary, rearrange tables and chairs according to attached room map, wipe down all tables with disinfectant, empty garbage, check and clean chairs of all food or stains. Clean any excessive mess in restroom, make sure that all toilets are flushed, and turn off lights when done. In kitchen wipe down all counter and stainless steel, empty garbage. Sweep and mop floor.
2. **No paint of any kind is to be used in any of the church rooms. No nails or anything that will puncture the walls are to be used. No tape, except blue painter's tape or funtack, is to be used to display anything on the windows and walls. There is no storing of any personal items at First Baptist Church for anyone renting the facility**
3. The facilities are available for use only by non-profit 501(3)c local community organizations, local business, local churches, and individual members of the Church when not scheduled for use in the various programs and ministries of the Church.
4. Any use of the facilities of the First Baptist Church of Benicia must not be in conflict with the vision, mission, and policies of the First Baptist Church of Benicia.
5. Use of the Facilities is subject to a hold harmless agreement signed by the user or an authorized representative of the user organization.
6. The user accepts full responsibility for any personal injury and/or liability that may occur to them, members of their group, or any guests while on the premises. The user's signature on this contract releases the Church from any and all liabilities that may arise from such occurrences.
7. Use of tobacco in any form in the church building is prohibited. Illegal consumption of alcohol or any illegal drug on the church property (sidewalks, patios, parking lot, picnic areas, and any other grounds) is absolutely prohibited. Violations of this policy shall cause the cancellation of this contract and revocation of any fees and deposits.
8. Should the user need to cancel the scheduled event for any reason before the scheduled date, the deposit will be returned. First Baptist Church of Benicia reserves the right to cancel the use of the facilities at any time with full refund of deposits and/or all fees collected.
9. Any rearranging of furniture is to be approved in advance with the Church Administrative Staff. If approval is obtained, the furniture is to be restored to its original configuration by the user immediately after the event. See attached room map
10. The user agrees to pay for any damages or excessive cleaning to the building and/or its contents that occur as a consequence of the event that exceed the \$100 Damage/Cleaning waiver deposit.
11. A member of the Church Administrative Staff will meet with the renting party in order to familiarize them with the building; it's rooms, exits, and emergency equipment.

Deposits and Fees, Equipment Available, and Room Capacities

Deposits and Fees:

The user is required to submit a check in the amount of \$100 as a Damage/Cleaning Waiver Deposit in order to reserve the facility. The Damage/Cleaning Waiver Deposit will be returned when the Church Representative inspects the facility and confirms there are no additional charges for clean up or for damage to the facility.

Rental fees range from \$50-\$300 per use. They are dependent on size of group, type of group, and kind of activity. The charges for renting the Church Facility are based on 3-hour rental time period. This 3-hour time period includes the time the user will need to set-up and clean up before and after the event.

Additional Charges

Additional charges may apply if the facility is required for longer than the standard 3-hour time period and when the sound equipment and/or chairs in the Sanctuary are moved and need to be reset.

Rental Fees are to be paid a full 7 days prior to use.

Equipment Available:

Available equipment and furnishings include but are not limited to:

- 16 round tables (60" in diameter)
- Dishes and flatware to serve 120 persons
- Various serving and cooking utensils
- 30 cup coffee urns
- 1-75 cup coffee urn
- 160 metal folding chairs
- Basic sound system in Fellowship Hall

Room Capacities:

- The Sanctuary will accommodate 200 persons, with an additional 30 persons in the Narthex.
- The Fellowship Hall will hold 160 for receptions, and 120 for dinners.

Piano Care and Restrictions

- No food or liquids of any kinds on or near piano. **NO EXCEPTIONS!!!**
- Removal of blanket on strings inside piano has to be done before playing and returned after.
- No moving of the piano at all.
- No standing around piano.
- Pianist needs to wash hands before playing.

Rental Procedures

Before the Event

Check on facility and room availability with the Church Administrative Staff.

Complete and submit the Facility Rental Application in order to reserve rental date and time.

Submit a check in the amount of \$100 as Damage/Cleaning Waiver Deposit.

Submit a separate check for all fees and charges 7 days prior to the event.

After the Event

Clean up the facility and restore all furnishings to their original configuration.

Return any keys that have been used to access the Facility.

Have the Church Representative make an inspection of the building in order to determine if the Damage/Cleaning Waiver Deposit may be returned.

Application for Facility Use

Your request to rent the facilities of First Baptist Church of Benicia cannot be processed until this application is received. After reading the Church Facility Use Policy please complete this Application with the appropriate information and return the Application to the Church Administrative Staff. Please be sure to sign below and sign the Hold Harmless Agreement on the reverse side. After receiving your application, the time and date of your event will be confirmed and entered on the Church Calendar and you will receive confirmation of your reservation.

Name		Phone
Address		
Name of Organization, Group, or Responsible Party		
Type of Event		
Date of Event		Time Period Requested
Room Requested		Number of Persons Expected to Attend
Equipment Requested		
Name of Person in Charge of Event		Phone
Address		

I have read and agree to the rental terms for use of the facility of First Baptist Church of Benicia as outlined in the Facility Use Policy of the Church.

User's Signature _____ Date _____

Hold Harmless and Indemnification Agreement

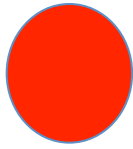
First Baptist Church of Benicia, California

In the event of liability when the premises is under the control or possession of the renting party, the undersigned agrees to defend, indemnify, and hold harmless First Baptist Church of Benicia, California, its officers, agents and employees, individually and collectively, from and against all costs, losses, property damage or otherwise, brought or recovered against any of the above that may arise from or be alleged to be caused by the undersigned's use of the Church facilities, furniture, or equipment.

User's Signature _____ Date _____

****Area below to be completed by Church Staff****

Application received by Church Administrative Staff			
Signature of Staff Person		Date	
Fee Schedule	Charge	Amount Received	Date Received
Cleaning/Damage Waiver Deposit			
Rental Fee (due 7 days prior to event)			
Additional Charges (additional time, special arrangements, etc.)			
Event Application and Fee Schedule approved by Church Administrative Staff			
Signature of Staff Person		Date	
Post Event Facility Inspection by Church Administrative Staff			
Signature of Staff Person		Date	
Any Notes Re: Cleaning/Damage Waiver Deposit Refund		Amount of Refund	Date Returned



Red Ball Pavilion

Long tan table with 8
small blue chairs around it

C l a s s r o o m D i v i d e r

Long white table with 6
tan chairs around it

White Board

C l a s s r o o m D i v i d e r

Long white table with 6
tan chairs around it

White Board

Couch

Loveseat

“A” Door

“B” Door

“C” Door

Door to
Kitchen

Door to
Kitchen

Door to
Restrooms

White
Rectangular Table

White
Rectangular Table

White
Rectangular Table

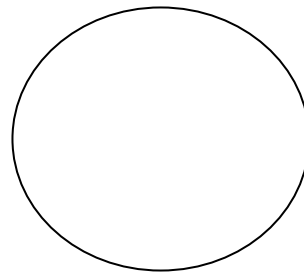
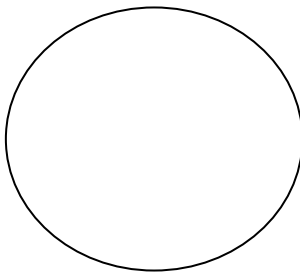
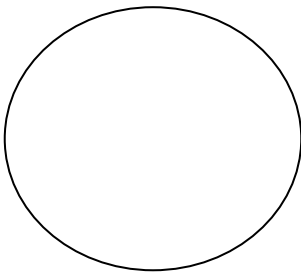
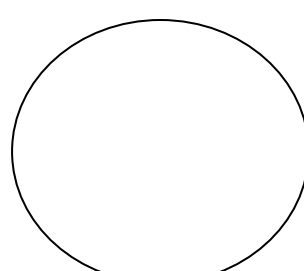
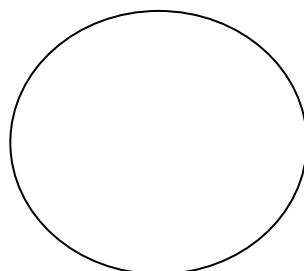
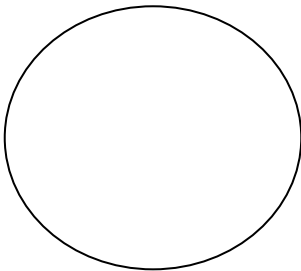
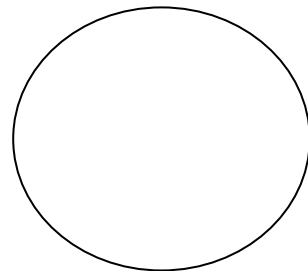
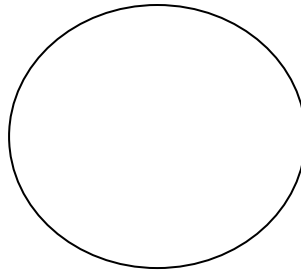
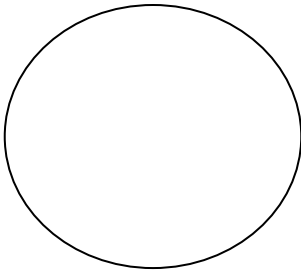
Door to
Playground

Leave Space for walk way

Sliding Glass Doors

Sliding Glass Doors

Sliding Glass Doors



Leave Space for walk way

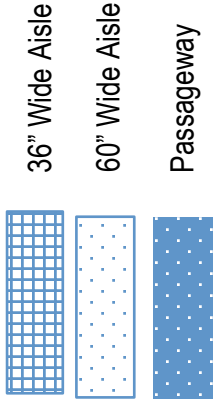
3 Rows of 3 round tables with 6-8 chairs around each
3 long white tables are placed on wall near kitchen

Doors to
Outside

Map of Friendship Room

Doors to
Office

Benicia First Baptist Church Sanctuary



Rows of chairs spaced 36" apart as measured from back of seatback to front of seatback.

