

**FIRST BAPTIST CHURCH OF FORD CITY**

**2230 Center Avenue**

**Ford City, PA 16226**

**724-763-2357**

**FACILITIES USE AGREEMENT**

Adopted March 2014, Modified March 2017

This agreement is between the First Baptist Church of Ford City (FBCFC) and the Responsible Rental User (Renter):

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

**Today's Date:** \_\_\_\_\_

The Renter wishes to engage the premises of FBCFC as noted below for the purposes of:

\_\_\_\_\_

Event date: \_\_\_\_\_ Event Time: (Start) \_\_\_\_\_ (End) \_\_\_\_\_

Church Area(s) Requested:

○ **Fellowship Hall\***

Members (Immediate Family Only): \$100 - includes use of the fellowship hall, access to the restrooms, and janitorial service fee.

○ \$25 – Kitchen rental (disposable cups, plates, and cutlery are not included in rental fee).

Non-Members: \$250 - includes use of the fellowship hall, access to the restrooms, and janitorial service fee.

○ \$25 – Kitchen rental (disposable cups, plates, and cutlery are not included in rental fee).

Catering is also available. Contact Bonnie Nulph for menu and prices at 724-543-2081 or 724-859-6316.

○ **Sanctuary (Weddings)**

Members (Immediate Family Only): \$100 - includes church fee and janitorial service fee.

Non-Members: \$500 - includes church fee and janitorial service fee.

Pastor's Fee, Members: Honorarium

Pastor's Fee, Non-Members: \$175

All weddings include the use of the sanctuary for the rehearsal and the wedding ceremony.

**There is to be no food or drink in the sanctuary.** Two designated rooms are provided for the use of the Bride's dressing room. Weddings are for the use of the sanctuary only and do not include the fellowship hall. Rental of the fellowship hall is a separate contract.

Sound system technician is available for fee of \$50 per hour. Please contact Mark Lamison at 724-664-3820.

If you need piano/organ services, please contact Tracie Walters at 724-664-4085 to arrange for those services. Fees for those services will be discussed at that time.

- **Pavilion\***

\$100 – includes restroom inside the pavilion, use of the picnic tables, barbeque, fire pit and benches. FBCFC does not provide wood for the fire pit or barbeque.

- \$25 – Kitchen rental in the pavilion.

The Renter is responsible to fully extinguish all fires prior to leaving the grounds. Trash bags must be supplied by the renter and placed in the church dumpster at the upper most part of the parking lot. The Pavilion is not to be rented during Sunday service hours.

**\* There are to be no yard sales, vendor sales, or any other type of fund raising events as this can cause a conflict of interest.**

**\*\* There are to be no alcoholic beverages on Church Property.**

**You can contact the Trustees either in person or by leaving a message with the church secretary at 724-763-2357 the week prior to your event to arrange opening and closing of the facility.**

## PAYMENT RECORD

A deposit of 50% of the total amount due is required to book the event, along with any sound technician or organ/piano fees. The **balance is due 2 weeks prior** to the date of event.

Cancellations must be made **2 weeks prior** to the event. All refunds will take at least 14 days to process.

**Renter's Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

- Check here if Board of Trustees, or Minister in conjunction with the Board of Trustees, have approved a special room.**

\_\_\_\_\_  
**Authorized Signature of Board of Trustees**

\_\_\_\_\_  
**Date**

**Amount Received:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Balance Due:** \_\_\_\_\_

(Checks should be made payable to "First Baptist Church of Ford City")

### Special Charges

**After the scheduled event**, FBCFC reserves the right to bill Renter for any missing and/or damaged items, as well as any special cleaning beyond normal wear and tear.

### Contract Details

1. In signing this agreement, the Renter agrees to indemnify FBCFC against any loss, liability or claim resulting from use of this facility by those engaged in the activity of the Renter as stated here-in and not arising from negligence of FBCFC. Further, the Renter agrees to pay, **within 10 days after the event**, for repair of all damages (beyond normal wear and tear) caused to FBCFC property by those engaged in the Renter's event activities.
2. All children and youth must be supervised at all times by an adult representative of the Renter.
3. No pets are allowed in the church.
4. The sound system must be run by a church appointed operator.
5. If any church activities are scheduled the day prior to your event, you cannot have early access to the church facilities.

I (the Renter) understand and agree to the terms and conditions listed within this contract.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

Approved by FBCFC Board of Trustees

\_\_\_\_\_  
Authorized Signature of Trustee Board Member

\_\_\_\_\_  
Date