



Eric Mergener – Bldg Supervisor
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 1110 S. Cochran Ave., Charlotte M

Updated 8/2024

FACILITY RESERVATION CONTRACT

Person in Charge:		Full Address:	
Organization or Team		Your Cell	#2 In Charge & Their Cell
Description of Event or Use:			
Date of use	Start & End Time:	Event Time From _____ To _____	Estimated Number of People

FEE CATEGORY

- FBC Attenders/Mission Groups
 School Teams/Nonprofit
 Wedding
 Private or Other

Plz Speak with the Bldg Supervisor or Office BEFORE signing to verify Fee Category above & specific fees below

CHECK EVERYTHING NEEDED	FEE CATEGORY	# Persons or hrs	TOTAL DUE
<input type="checkbox"/> Gym for sports <i>(Partic. Form Required for each person)</i>	\$25 per hour		
<input type="checkbox"/> Gym for meeting or banquet	\$300banquet/\$150mtng		
<input type="checkbox"/> Anchor Room	\$100 Flat Rate		
<input type="checkbox"/> Classrooms: <i>Room #s</i>	\$50 per room		
<input type="checkbox"/> Worship Center	\$300 Flat Rate		
<input type="checkbox"/> Gathering Room	\$100 Flat Rate		
<input type="checkbox"/> Quad	\$100 Flat Rate		
<input type="checkbox"/> Certified Kitchen – <i>ServSafe Required</i>	\$50 per hour		
<input type="checkbox"/> Kitchen – Anchor Rm Kitchen	\$20 per hour		
<input type="checkbox"/> FBC Host: <i>Name</i>	\$20 Per hour		
<input type="checkbox"/> Tech: () sound () screen () livestream	\$50 / hr / person		
<input type="checkbox"/> Custodial / Cleanup Fee	\$30 Per hour		
<input type="checkbox"/> Wedding Coordinator: <i>(if we supply)</i>	\$100		
<input type="checkbox"/> Childcare *MUST BE APPROVED / 2 minimum*	\$20 per worker / hour		
<input type="checkbox"/> Sidewalk Snow Removal / Salt	\$30 Per hour		

CHECK RCVD DATE:	NAME ON IT:	CHECK#	GRAND TOTAL
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This facility has over 200 special uses each year! Cleanup is a TEAM effort, so plan to check & tidy:

- **BATHROOMS:** Pick up paper, flush toilets, empty trash if diapers or if full.
- **WALLS:** Remove all tape, adhesives, balloon strings, etc. No tacks or push pins! (Painters tape best)
- **SURFACES:** Dust mop (gym) or vacuum, wipe tables, wipe sticky floor (water), note any needs or damages
- **SETUP:** Tables, chairs, trash cans should be set up as found, or as specified by the Bldg Supervisor.
- **MAIN KITCHEN USE REQUIRES SERV-SAFE CERTIFIED PERSONNEL + TRAINING & CLEANUP CHECKLIST**

Agreement between First Baptist Church

of 1110 S. Cochran Ave., Charlotte, Michigan and the above facility user,

(YOUR NAME) _____,

for the above specified day & times. First Baptist Church has agreed to allow you to be responsible for use of the building contingent on you meeting the following terms & conditions:

1. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
2. User agrees that it will not use the premises for purpose or behavior contrary to the purpose, values, or beliefs of First Baptist Church or Charlotte. (hereto FBC).
3. User agrees not to lend out any FOB door access to your assistants, and to inform FBC immediately if lost.
4. User agrees not to allow contact or coaching of kids or Youth by anyone not background-checked by their accountable authority (Ex. School district).
5. User agrees not to allow minors of any age to wander the building, be alone with one adult or one other minor, or wait for parental pickup alone or with only one other. Supervised, enjoyable use of spaces is ideal!
6. User agrees to above basic cleaning. For Teams to sweep gym, rub black shoe marks, and clean obvious mud or tracking, and to ensure respectful use of facility. User is responsible to return the room(s) to pre-use condition.
7. User agrees to financially replace the loss of any balls or similar equipment verifiably due to your group (Cameras throughout the entire facility would typically allow recovery from thief first).
8. User agrees to promote love and positive speech and ensure no alcohol or unlawful substances are consumed
9. If FEE FREE, User agrees to a Gift to FBC cleaning personnel to encourage them for extra hours.
10. User agrees to contact First Baptist Church upon any injury, and complete an Incident Response Report.
11. User agrees to secure a signed Activity Participation Agreement from each sports participant in the activity – minors and adults. If minors, the signature of at least one parent or legal guardian is required. (in Gym folder)
12. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

Check Liability Insurance category that applies: *(required in hand 14 days prior)*

User has liability insurance that covers the User group when it is using the FBC facilities *(Ex., School Policy)*

User has homeowner's liability insurance that covers the User group

User does not have liability insurance *(fee may be involved to secure an Insurance Rider)*

User agrees to hold harmless, indemnify and defend First Baptist Church (including First Baptist Church's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the First Baptist Church (including First Baptist Church's agents, employees and representatives) or otherwise. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the First Baptist Church. First Baptist Church and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If First Baptist Church and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

First Baptist Church Agent, **NAME:** _____

USER/RENTER, **NAME:** _____

SIGN: _____ **DATE:** _____

SIGN: _____ **DATE:** _____