



FIRST BAPTIST CHURCH

9258 Center Street
Manassas, VA 20110-5537
Church Office (703) 368-2935
Facsimile (703) 368-9892

Dr. Keith Savage, Senior Servant

Andre Smith, Chairman
Deacon Ministry

Robert Benson, Chairman
Trustee Ministry

Cynthia Ragland, Church Clerk
(703) 368-6497

Stephanie Brown, Church Administrative Asst
(703) 368-2935

*Moving the Kingdom Forward
Through Faith*

APPLICATION/AGREEMENT FOR USE OF CHURCH

INSTRUCTIONS

1. All information must be furnished before application can be processed.
2. Application must be filed with the Church at least twenty (20) days prior to the proposed date of use.
3. The application will be reviewed by the Trustee Ministry, with consultation of the Pastor and Deacon Ministry, who will approve (with conditions, if any) or deny within five (5) days of receipt of the application.
4. Within five (5) days of notification of approval, applicant must return signed agreement to Church representative with deposit as set forth on the attached Schedule A.
5. All fees for use must be paid ten (10) days prior to the date of the event.
6. Make check payable to FIRST BAPTIST CHURCH.

Organization: _____

Address: _____

Representative: _____ Title: _____

Address: _____

Work Phone: _____ Home Phone: _____

Date of Activity: _____

Building to be Open: _____ Building to be Closed: _____

Will you attend activity? Yes _____ No _____

If no, who will be in charge?

Name: _____

Address: _____

Work Phone: _____ Home Phone: _____

Insurance Certificate Number: _____

Space Request: _____FBC Sanctuary _____Marshall D. Williams Hall
 _____Both

Use of Kitchen Facilities? _____YES _____NO

Will a Caterer be Used? _____YES _____NO

If Yes, Name of Caterer: _____

Number of persons to be attending: _____

Briefly describe event (please be specific, include names of speakers or performing groups, if not your group, and likely audience, including approximate ages).

In submitting this application, the undersigned recognizes the facility as a place of worship and the reservations of First Baptist Church as set forth below.

First Baptist Church reserves the right, in its sole discretion, to accept or reject any and all applications and to impose such additional conditions on the use of the Church facility it deems necessary to address the nature of the proposed activity.

In consideration of having been given the right to use (“the Use Right”) the facilities of First Baptist Church (FBC), for the undersigned Organization’s operations and activities, the undersigned corporate body, person or partnership (the Origination) does hereby agree to:

- a) CONFORM to and obey any and all regulations of FBC limiting and defining the Use Right including: (i) the total avoidance on FBC premises of alcohol and tobacco (ii) and the respectful and careful use of FBC’s facilities and premises in an orderly and controlled manner so as to avoid disruption with or interference by noise or otherwise of other uses of the FBC facility, and (iii) restriction to the space and time limits and at the cost as covered by FBC’s Application for Use of the Church;
- b) RELEASE FBC and its ministerial staff, employees, Ministry members and Church members (collectively “the Releasees and Indemnities”) from any and all liability with respect to all claims of whatsoever description by the Organization for personal or bodily injury and any loss of or damage to the Organization’s property or economic loss suffered by the Organization that in any such case has in any way whatsoever been caused by or arisen out of the exercise of the Use

Right, whether or not caused or contributed to by the fault or negligence of or breach of contract by any of the Releasees and/or Indemnities;

- c) INDEMNIFY FBC and Indemnities against any and all liability in respect of all claims of whatsoever description brought by any persons (“the Claimant(s)”) other than the Organization (including, without limitation, persons invited onto the premises of FBC in relation to exercise of the Use Right and persons comprised within the collective definition of the FBC, and Indemnities) for personal or bodily injury and loss of or damage to the Claimant(s) property or their economic loss that has in any such case and in any way whatsoever been caused by or has arisen out of the exercise of the Use Right, whether or not caused by or contributed to by the fault or negligence of or breach of agreement by any of the Releasees and Indemnities; and
- d) PROVIDE a certificate of comprehensive general liability insurance as a condition of the exercise of the Use Right whereby the FBC and Indemnities are added as named insureds to the policy insuring the Organization and FBC and Indemnities against all risks of personal or bodily injury and property damage and loss and consequential loss arising out of the exercise by the Organization (and indirectly by persons invited onto the FBC’s premises by or for the Organization) of the Use Right on the basis that such insurance: (i) shall cover contractual liability including that arising out of the Indemnity required by this agreement; (ii) shall be first loss (primary insurance) with a minimum one million dollar limit of liability for each claim and in the aggregate; (iii) and shall not be cancelable against the interest of the FBC and Indemnities as insureds there under except after ten days prior written notice to the Trustee Ministry of FBC and Indemnities sent to them by registered mail directed to the First Baptist Church, 9258 Center Street, Manassas, VA 20110-5537.

_____ (Organization/Representative) agrees to assume full responsibility for and hold the First Baptist Church, its Pastor, and Trustees and authorized agents harmless, from any legal liability, injury or damage to the person or property of the applicant or others and to assume full responsibility of any damage to any Church property or person in connection with the use of the Church facilities..

(Print name of Organization, person, or Partnership entitled to the Use Right)

(Signature of organization officer or person or authorized to sign this document and bind the Organization)

(Print complete address of Organization)

(Phone number of Organization)

(Fax number of Organization)

(Signature/Member of Trustee Ministry)

(Date)

SCHEDULE A

FACILITY USAGE FEES:

Members/Immediate Family: *Exempt from Usage Fee
Non-Members: \$50.00/hour not to exceed a maximum of \$500.00/day
Non-Profit Organization: \$50.00/hour not to exceed a maximum of \$500.00/day
Profit Organization: \$200.00/hour not to exceed a maximum of \$500.00/day

Sound System Technician: \$40.00
Janitorial Fee: \$100.00

Refundable Security/Damage Deposit: \$150.00

***Note: Immediate family is described as parents/guardians and children. Members are required to pay the Janitorial Fee (\$100) and, if appropriate, Sound System Technician Fee (\$40) unless other arrangements are made.**