

**FIRST
BAPTIST
CHURCH**
OF MADISON

518 NORTH FRANKLIN AVENUE
MADISON, WISCONSIN 53705-3699
(608) 233-1880 • fboffice@firstbaptistmadison.org

Rev. Tim Schaefer, Pastor

BUILDING USE REQUEST AND BUILDING USE RESERVATION CONTRACT

General Guidelines

Usage Approval

The use of the First Baptist Church's building is an extension of its ministry in the city of Madison. The facilities are available for community use by individuals, groups, and non-profit organizations.

Every event scheduled must be approved by First Baptist Church (FBC) staff. FBC reserves the right to deny any group the use of its facilities.

Building Use Request Form

A Building Use Request Form must be filled out and submitted to the church office to reserve a room.

This enables church staff to make the necessary arrangements to accommodate the event; and to place the event on the church calendar so other events are not scheduled for the same date and time.

The Building Use Request form may be obtained from the church office or online at www.firstbaptistmadison.org.

Liability

Each outside group must sign a waiver of liability agreement as a condition of usage (see attached).

Building Use Reservation Contract is Nontransferable

Space assigned to a group may be used only by that group. The group may only use the room(s) assigned to them. During a scheduled event, only the doors unlocked for you are to be used for entrance and exit of your group.

Event Cancellation Policy

Event cancellations must be made at least 24 hours prior to the scheduled event to notify all parties involved within the church who were scheduled to help support the event.

Keys

The church office will issue a key/key FOB with an envelope if it is needed. There will be a \$5.00 non-refundable fee to issue a key. If the office is not open when the event is over, please place the envelope with key under the church office door after securing the building.

Table and Chair Set Up and Take Down

FBC provides tables and chairs for each event. The group reserving the room is responsible for setting up and taking down the tables and chairs. When moving the tables, please pick them up. Dragging them across the floor leaves scuff marks that cannot be removed.

Furniture

Furniture is not to be moved from room to room without the approval of the FBC staff. Furniture must be returned to its proper location within the rooms after an event. No church property may be removed from the building without prior authorization. All equipment brought into the church must be approved. **The pianos and other musical instruments may not be moved.**

Clean Up and Maintenance

Initial(s) _____

Those using the facilities should be considered in covenant with FBC, such that the privilege of use also requires a responsibility of the care and maintenance of the facilities. All users are required to leave the premises in order. This includes replacement of the furniture used, cleaning premises (and kitchen if used), disposal of trash in receptacles, closing windows and leaving the room in a general “picked up and orderly” appearance after use, turning off lights and locking all doors.

**All users of the church facilities are expected to leave the room in the same condition as they found it. When using the kitchen facilities, it should be cleaned up. All dishes used are to be washed, dried, and put away. Spills on counter tops, ranges, refrigerators, and sink are to be wiped clean and the floor is to be swept. Any “leftover” food must be taken out of the building after the event is over.

****Food and Beverages**

Food and beverages are not allowed in the Sanctuary. If the event involves preparing and serving a meal, you must reserve the main kitchen and Fellowship Hall. If food will be catered in for the event scheduled, please notify the FBC staff. Please dispose of all food remaining from your group. Do not leave remaining food in the refrigerator unless approved by FBC staff, a trustee or deacon.

***During Covid 19, additional **General Guidelines for First Baptist Church Building Use** (included below) must be adhered to.*

Trash

If large amounts of trash are generated, we’d appreciate having the garbage taken out to the trash containers in the parking lot.

Conduct

All church users are expected to conduct themselves in a manner consistent with respect for the church. Please no alcoholic beverages, profanity, drugs, gambling, lewd behavior, weapon possession, or illegal activities. Smoking allowed outdoors only. Please do not discard cigarette butts in flower beds or entrances.

Damages

Reasonable care of the building and equipment is required at all times: damage and/or breakage must be reported to the church’s Administrative Secretary. Building users agree to pay for any property damages or expense if damage or expense occurs during the time they are using the facilities.

Lost or Stolen Articles

FBC is not responsible for lost or stolen articles. If you’ve left something at the church, you may contact the FBC office to see if anyone turned in the lost or forgotten item.

Handicap Accessibility

FBC is fully accessible with restroom facilities on the second floor and elevators to provide access to all floors.

Publicity

Ads, posters, handouts, or other publicity should be submitted to the church office for approval. User groups may not use the name FBC or First Baptist Church in any publicity without prior permission. You are requested to provide FBC with copies of any literature and poster/publicity materials so that FBC can respond to inquiries. It must be clearly marked as to the sponsoring organization.

Initial(s) _____

Decorations

In accordance with the policies for preservation and maintenance of the building, nothing may be hung, taped or attached in any manner to light fixtures, walls, or ceilings. No tacking or taping to any furnishings or woodwork. If candles are used, they must be dripless and in a secure holder. No loose confetti, potpourri, rice, etc. is allowed inside the building. Birdseed is preferred in lieu of rice outdoors.

Thermostats

They are set to provide an average comfortable temperature. Please do not change the settings. If necessary, contact a staff person or church representative to make any changes.

Animals

Animals are not allowed in the building unless they are assisting individuals.

Telephone

Persons attending functions sponsored by an outside group may use the telephone when necessary, but only for local calls. Any long-distance call must be reported and paid for by either the individual making the call or the organization using the facility.

Problems or Questions

Any problems or questions concerning the use of the facility should be directed to the church's Administrative Secretary.

Administrative Support

Each group will be responsible for all administrative support of its program. First Baptist Church will not provide secretarial assistance or materials unless approved by the Pastor prior to contract approval.

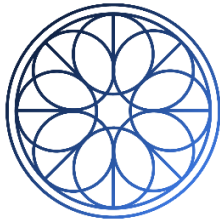
Additional General Guidelines for First Baptist Church Building Use During COVID-19

1. Those who are experiencing COVID-19 symptoms – or have a household member experiencing symptoms - are encouraged to stay home. We strongly recommend vaccination for anyone who is eligible.
2. We strongly recommend masks at all times while in the church building, regardless of vaccination status.
3. We strongly recommend following physical distancing rules maintaining a six (6) foot separation, except for members within the same family/household.
4. Follow current guidelines/recommendations from public health agencies such as CDC and Public Health Madison and Dane County. We will inform renters if there are changes to public health orders.
5. Hand sanitizer will be made available, and attendees are encouraged to use it.

Other

This agreement can be cancelled by either party by providing a 30 days' notice. For questions or clarification, please contact the church office.

Initial(s) _____



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BUILDING USE REQUEST FORM

Today's Date _____

GROUP OR INDIVIDUAL CONTACT INFORMATION

Name of business, organization, ministry team, or individual making room request:

Address _____

City _____ State _____ Zip _____

Contact Person _____

Phone _____ Cell _____ Email _____

EVENT INFORMATION

Description of Event _____

Estimated number of people attending? _____ Will food or beverages be served? Yes No

ROOM RESERVATION REQUEST

Date(s) Requested _____

Actual Time of Event _____

Time Accessing the Building _____
(Please include time for set up.)

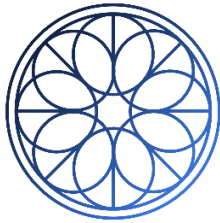
Time Leaving the Building _____
(Please include time for cleanup.)

Person responsible for opening and locking the building _____

ROOM(S) REQUESTED

(Refer to Fee Schedule on next page.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Gathering Space |
| <input type="checkbox"/> Sanctuary / AV | <input type="checkbox"/> Fellowship Hall / Kitchen | <input type="checkbox"/> Gathering Space / Conference Room |
| <input type="checkbox"/> Conference Room 1 | <input type="checkbox"/> Choir Room | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Conference Room 2 | <input type="checkbox"/> Nursery | |
| <input type="checkbox"/> Room 103 | <input type="checkbox"/> Room 104 | <input type="checkbox"/> Room 105 |
| <input type="checkbox"/> Room 301 | <input type="checkbox"/> Room 302 | <input type="checkbox"/> Room 106 |
| <input type="checkbox"/> Room 305 | <input type="checkbox"/> Room 306 | <input type="checkbox"/> Room 303 |
| | | <input type="checkbox"/> Room 304 |



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BUILDING USE RESERVATION CONTRACT

FIRST BAPTIST CHURCH BUILDING RESERVATION CONTRACT AGREEMENT

I have read the contract, the General Guidelines, and the Covid 19 Guidelines; and the responsibility for seeing that my group abides by them. I will be responsible for reimbursement to First Baptist Church for repairs and cleaning. If there are damages to the facility(ies) and/or excess cleaning is required after the use of the building, I understand I may be charged for repairs and/or additional fees. A one-time refundable deposit of \$250 may be applicable.

Date _____

Name _____
(Please Print)

Signed _____
(Signature is required.)

ROOM USAGE FEES

Use of the building by outside groups entails additional costs for heating, lighting, etc. FBC believes it is reasonable to charge usage fees to offset these additional costs. FBC, therefore, has established the following usage fees for outside groups. (Members of First Baptist Church, neighborhood association(s) and government groups are not charged for usage.)

Areas	Outside Group Fee (per day)
Sanctuary	\$50/hour
Sanctuary / AV	\$75/hour
Fellowship Hall	\$20/hour with a 2 hour minimum
Fellowship Hall / Kitchen	\$25/hour with a 2 hour minimum
Gathering Space	\$15/hour
Gathering Space / Conference Room 1	\$20/hour with a 2 hour minimum
Conference Room 1	\$10/hour with a 2 hour minimum
Conference Room 2	\$10/hour with a 2 hour minimum
Choir Room	\$10/hour with a 2 hour minimum
Nursery (0 – 5 Years Old)	\$10/hour with a 2 hour minimum
Classrooms	\$10/hour with a 2 hour minimum
Parking Lot	No Fee - requires approval.

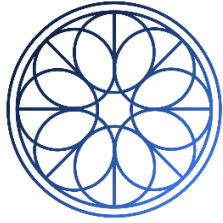
FBC APPROVAL/SIGN OFF – For staff use only.

Room Fee: \$ _____ Check # _____ Date Paid: _____

Staff Approval: Signature _____ Date _____

How will church be opened and locked up? _____

Certificate of Insurance Needed? No Yes - Date Received _____



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**WAIVER OF LIABILITY REGARDING BUILDING USE OF
FIRST BAPTIST CHURCH**

I have read the attached church room reservation contract and guidelines regarding the use of the building and agree to abide by its terms.

For purposes of the following provision, “your organization” means you, your organizations, its officers, directors, trustees, employees, members and owners jointly and severally. The “church” means the First Baptist Church, its trustees, officers, employees, and members, jointly and severally.

WAIVER OF LIABILITY:

Your organization agrees to indemnify and hold harmless the church from any and all costs, damages or losses, including interest and reasonable attorney fees, sustained by the church from any and all claims, actions, judgments or any other circumstances resulting from either or both of the following whichever is applicable:

1. the use of the church facilities, including its contents, by your organization including any person or organization licensed or invited by your organization;
2. any and all services provided by the church to your organization, including any person or organization licensed or invited by your organization.

Signature: _____

Date: _____

Final Disposition:

- Approved for Use
- Disapproved for Use (reason) _____

Date: _____ Church Staff/Trustee _____