

FACILITY USAGE FORM, for GENERAL USE only, Rev. 012023
Includes Use for Both Church Members and for Non-Members
NOTE: This form is NOT for Weddings or Funerals

Newington Baptist Church - 6169 Main Street
Gloucester, VA 23061

Phone: (804) 693-2349

(Please Return within Ten Days)

Requester's Name _____ **Email address** _____

Address: _____

Daytime Phone: _____ **Evening Phone:** _____

Sponsoring Newington Church Member: yes / no **If Yes, member's name:**

Liability Insurance of Requestor (Circle One) Yes No

If yes, Company _____

Date(s) of Event: _____

Fees are for one-time event. If repetitive event, number of events (multiplier): _____

Time and Hours of Event: _____

Description of Activity: _____

Room(s) Requested: (Circle)

Sanctuary

Fellowship Hall

Gym

Youth Room

Other

Sound Needs - Only Newington technicians may operate church audio & video equipment.
(Circle Items Needed)

Handheld Microphone(s)

Lapel Microphone (for the minister)

CD player/MP3 player

Slideshow or video clips

CHURCH OFFICE USE ONLY

To be approved by the General Use Coordinator, in conjunction with Board of Directors

Approved Disapproved Date: _____

Total Fees From Below \$_____

Any Fees waived by Newington Baptist Church:

Waived fees \$_____ Initials:_____

TOTAL FEES, after subtracting any Waived Fees \$_____

\$100 Deposit received from Requester: _____

Balance Received from Requester: _____

General Use Agreement Form

NOTE: The Newington Church representative for General Use activities, Doug Hull, will work with the Requester to complete this General Use form which he and the User Requester for this activity are to complete together, both sign, and provide to the Church Administrative Assistant once completed, but before the use takes place.

**Newington Baptist Church
Normal Facility Usage Fees**

Facility Usage and Services fees, if associated facility or services are required, are to cover operational costs as well as administrative costs of having Church staff assist, operate Church Tech and other equipment, and ensure final restoration and clean-up of the facility

Facility Fees (mark needed items, each is per use or event). See also Church Office Use Only block, above.

- \$500 Sanctuary
- \$500 Gym (seats 300 when set up), one-time use, or
- \$15 Gym per hour, for practices or other routine events
- \$300 Fellowship Hall and Kitchen
- \$200 Fellowship Hall Only (seats 60 when set up)
- \$100 Kitchen Only
- \$100 Each, other Rooms, which (Family (Media) Room, etc)

Personnel Services: (Subject to Availability)

- \$150 Pianist hourly rate
- \$150 A/V Tech hourly rate

\$150 Sanctuary platform breakdown/reset (if needed (normally just for weddings))

Table/Chair Set-Up (if needed):

\$100 Gym

\$100 Fellowship Hall

Facility Other Event Coordinator, per use

\$45 per event

General Facility Rules and Representations

1. User's use of the Newington Baptist Church's property will be in accordance with the Church's Constitution, Bylaws, Doctrinal Beliefs, and other religious doctrine, and which will be made available if requested.
2. Use of the property is limited to the identified rooms on this Form and adjacent common areas (i.e., hallways, restrooms, etc.).
3. Possession or use of alcohol, tobacco, vaping, or illegal or illicit drugs anywhere on the property is strictly prohibited. The Church reserves the right to request any individual under the influence of alcohol or drugs to safely leave the Property. Violation of this policy may result in the Church cancelling an event. If cancelled, User waives any claim to a refund of any deposit and fees.
4. Foul language, putting up any signage, the possession of weapons, gambling including the sale of raffle tickets, and violence or threats of violence are all expressly prohibited on the property.
5. Food and drinks are allowed only in the Fellowship Hall or Gym.
6. No screws or nails may be driven into the building or furniture. Nothing is to be attached to the building in a way that will damage any church properties. The Church property shall not be used in a manner which would harm the Church property in any way.
7. User agrees to indemnify and hold harmless Newington Baptist Church for all claims, injuries, and damages that occur as a result of User's use of the property. If required, User agrees to provide any general liability certificate of coverage with Newington Baptist Church identified as an "additional insured" and maintain this policy throughout the term of the Use.
8. User will conduct a walk-through with the designated Church staff member at the end of the event to confirm that the room(s) are clean, and no damage is observed. User shall be responsible for returning Church property to the condition in which it was before use of the property, including completing all associated repairs, or paying the Church in full to make the repairs if so requested by the Church.

9. User agrees that these rules will be communicated to all members of our group using the building.

10. User acknowledges the contagious nature of COVID-19, that the Church will take all reasonable steps to clean and sanitize its facilities in accordance with Federal and state guidelines, and User voluntarily assumes the risk for User and its guests and that they may be exposed to or infected by COVID-19 by attending the event.

11. User understands that no childcare will be provided by the Church. All children are to be supervised by an adult over the age of eighteen (18) years of age and will not be allowed in any non-reserved rooms.

12. Any group using this facility for a youth or children's event, or providing childcare is required to have all responsible adults read and agree to abide by the Newington Baptist Church Child Protection Policy.

13. User understands and agrees that Church functions will take priority over requested use of the property. The Church will take reasonable steps to reschedule the requested use should an unforeseen scheduling conflict occur. If the parties cannot find a mutually agreeable date after a good faith effort, the Church will agree to refund any deposit and fees paid.

14. If User needs to cancel for any reason, User must give notice to Newington Baptist Church as soon as possible. The Church reserves the right to hold or refund a deposit for a voluntary cancellation.

15. User agrees that any claim or dispute arising out of their use of the Church's facilities that cannot be resolved privately will be resolved through Biblically-based mediation or if necessary legally-binding arbitration under the Rules of Procedure for Christian Conciliation (full rules found at www.ICCPeace.com). The parties understand that these methods will be the sole remedy.

TOTAL Newington Facility Use FEES, from the "Church Office Use Only" block above:

\$ _____

NOTE: All Newington Facility Use TOTAL Fees are to be paid via check to Newington Baptist Church by the Responsible Party before the event occurs.

The User Contact for this event, below, has read and agrees to obey the above rules for the privilege of using the Church facilities.

Signed: _____
(Responsible Person/User Contact for this Request)

Date _____

Approved: _____
(Representative for Newington Baptist Church for General Use)

Date _____