

# Facility Usage Request

## Outside Ministry's Event

meeting the EBFC Usage Policy

*updated 12/09/16*



**EBENEZER**  
BIBLE FELLOWSHIP CHURCH

3100 Hecktown Rd.  
Bethlehem, PA 18020  
610-868-5501  
office@APlaceForYou.org

Organization Name: \_\_\_\_\_

Organization's Purpose & Mission: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_

Date: \_\_\_\_\_ Time (beginning & end): \_\_\_\_\_

*Limit of 7 hours including set-up & clean-up*

Person responsible:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Member  Non-Member

Area/Support Personnel Requested	Check Items You Are Requesting	Schedule of Fees	Fee Charged
Fellowship Hall: one-time event		\$100.00	
Fellowship Hall: multiple sessions for sports teams (please attach all dates/times)		\$25.00	
Kitchen & Serving Room		\$100.00	
Nursery Room		\$50.00	
Toddler Room		\$50.00	
Other Classrooms: <i>(List the rooms you're requesting)</i>		\$25.00 per room	
Sanctuary		\$250.00	
Sound Room & Technician		\$50 up to 2 hr \$20/hr additional	
Sanctuary: Platform set-up/tear-down <i>(done by Sound Tech)</i>		\$30.00	
Custodial Fees:			
Sanctuary		\$75.00	
Fellowship Hall & Serving Room		\$100.00	
Fellowship Hall: Table & Chair set-up <i>(submit set-up diagram 48 hr before event)</i>		\$30.00	
<b>TOTAL FEE:</b>			

Payment:

- For Room Fees, make checks payable to Ebenezer Bible Fellowship Church
- For Custodial & Sound Tech Fees, make checks payable to the individual doing the work
- Payment must be made on or before the day of the event

# Facility Use Agreement

This Facility Use Agreement provides only the permission by EBFC for its facilities to be used by the applicant. This agreement is not assignable to any other individual, group or organization. EBFC provides no supervision or control over the user's event and the activities or the manner in which the activities are carried out within the guidelines of the Facility Usage Policy.

EBFC does not warrant or represent that the facilities are safe or suitable for the purposes for which the use is requested under the terms of this agreement and that the applicant, for itself and on behalf of all its members, guests, and participants who will be using the property, acknowledge that EBFC is providing the property, facilities and appliances on an "as is" basis.

I understand that after the approval of use and the signing of this agreement that if the leadership of EBFC becomes aware of a conflict between the beliefs and moral teachings of EBFC and the practices, purposes and/or standards of the approved user, this agreement may be canceled and rendered null and void at the sole discretion of EBFC and the approved user shall have no recourse or right to any damages or remuneration. I further understand that EBFC, its agents, employees and representatives will bear no liability if the agreement is canceled due to any legal or regulatory issue.

There shall be no sales of products or services during the approved use and if special permission has been requested and granted for such sale, the applicant will be solely responsible for the collection of any sales taxes on the sale of any product or service during its use of the facilities and that the applicant will indemnify EBFC for any taxes that are assessed as a result of the outside group's sales occurring on or as a result of its use of the premises.

Applicants are responsible for their event to be in compliance with all local, state and federal recommendations, regulations and laws regarding the protection of minors and as an outside group I warrant that our group has exercised a high degree of care in conducting background investigations on all persons who will have access to one or more minors to determine their suitability for working with or being present with minors during the outside group's use of the property. I also warrant that our group will use a high degree of care in supervising all activities involving minors during its use of the property under the terms of this agreement.

I further warrant that our group will take whatever steps necessary to assure that copyright infringement is not committed during our event by the playing of music, showing of videos or images, making audio or video recordings and/or the performing of music, and that such precautions shall include the deletion from the event activities or materials where copyright infringement relief cannot be assured.

As the applicant, I have read and agree to abide by the Facility Usage Policy and the guidelines therein. I have also read the above Facility Use Agreement clarifications, restrictions and requirements of the applicant and agree to abide by all such statements and requirements. I also affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to the church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Property Committee's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
5. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
6. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

# Indemnity & Hold Harmless Agreement

In consideration of this church permitting Organization/Applicant to use the Property and improvements described above, Organization/Applicant agrees as follows: Organization/Applicant hereby releases, discharges, and covenants not to sue Ebenezer Bible Fellowship Church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization's/Applicant's use of the Property/Facilities, including but not limited to bodily injury, personal injury, emotional injury, or property damage, or other loss, which may result from any person using the church facilities, its entrances and exits, and surrounding areas, regardless of whether such injury or damage results from the negligence of Ebenezer Bible Fellowship Church, including EBFC's agents, employees, representatives, volunteers, administrators, directors, agents, officers, members, or otherwise. If any member, guest, invitee, or participant of Organization/Applicant makes any claim against Ebenezer Bible Fellowship Church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization's/Applicant's use of the Property, Organization/Applicant will indemnify, defend and hold Ebenezer Bible Fellowship Church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Organization Name: \_\_\_\_\_

**Church  
Use Only**

Approved by \_\_\_\_\_ Date Approved \_\_\_\_\_

Facilities Manager approval Initials: \_\_\_\_\_ Date \_\_\_\_\_

Worship Pastor approval Initials: \_\_\_\_\_ Date \_\_\_\_\_

Certificate of Insurance has been submitted with EBFC listed as other insured Date \_\_\_\_\_

Liability Insurance level of coverage has been verified by EBFC's insurance carrier Date \_\_\_\_\_

Statement of Faith or Purpose Statement has been submitted & reviewed Date \_\_\_\_\_

Initials of Reviewer: \_\_\_\_\_



# Cleaning List for Rooms Used

*\* The custodian will take care of these items. All other items are your responsibility.*

*\*\* If you have opted to pay a Custodian for furniture set-up/tear-down, he/she will take care of these items.*

## Sanctuary

- All decorations and flowers removed
- Furniture put back in place\*\*
- Papers cleaned out of pews & book racks\*
- Books straightened\*
- Carpet vacuumed\*

## Restrooms

- Garbage emptied\*
- Toilet paper, paper towels, soap replenished\*
- Toilets, counters, mirrors, floors cleaned if necessary\*

## Foyer & Other Entryways

- Miscellaneous items put away
- Floor dust mopped if necessary\*
- Carpets vacuumed\*
- Exterior doors locked & Gym lights turned off\*

## Classrooms Used

- Furniture put back in place (see diagram on wall)
- Tables wiped if necessary
- Windows closed
- Garbage emptied if food scraps are present
- Floors vacuumed if necessary

## Fellowship Hall

- All decorations removed
- Lights turned off (needs to be done manually)
- All tables, chairs, and other furniture put away\*\*
- Carpet vacuumed\*

Kitchen & Serving Room – See next page for checklist

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This page must be filled out and placed in Kevin Kritzberger's mailbox at the conclusion of your event.**

## Kitchen Clean-Up Checklist

- Wipe off all counter-tops
- Be sure counters are clear with all miscellaneous items put away
- Clean out all sinks
- Wipe off all equipment used (coffee machines, can opener, etc)
- Wipe/Clean Griddle and Stove Top if used.
- Check to be sure ALL knobs on stove, oven, griddle are turned off
- Wipe off & put away serving carts
- Wash, dry, put away dishes & utensils
- Remove all left-over food from the kitchen (please take it with you or throw it out)
- Wipe tables
- Take down any decorations

### The custodian will do the following:

- Gym: Put away all tables & chairs
- Serving Room: Return tables & chairs to proper set-up
- Take ALL garbage to dumpster; put clean bags in cans
- Launder all washcloths & towels you used; return within a week
- Sweep & Mop Kitchen and Serving Room
- Vacuum Fellowship Hall & Hallway
- Clean Restrooms (ones next to gym)
- Walk through entire church building to be sure:
  - Things are in place
  - Entryways are clean
  - All restrooms are clean
  - Exterior doors are locked
  - Windows are closed & locked (esp. kitchen)

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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