

# **Liberty General Baptist Church of Auburn Hills**

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Auburn Hills, MI 48326

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## **Facility Usage Agreement**

Building usage activities fall under the oversight of the Trustee board and the Pastor. Building usage requests are managed through the Pastor and Trustee Chairman or trustee designate. No building usage application is finalized until the User Agreement has been approved and executed through the Trustee Chairman, his designate or the Pastor. We will attempt to make our facility available for one-time or short-term usage, plus fees for usage and on a case by case basis. Our first priority is provided to congregation programs and membership needs, and then given to nonprofit groups that are supported by our church and to other nonprofit organizations. We reserve the right to deny, without case, any building usage requests.

No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the LGBC of AH constitution and bylaws.

Once the user agreement and liability release forms are signed, a copy of the approved form will be returned to you. A copy of the 501(c)(3) must be submitted with the user agreement and liability release forms. This applies to organizations whose mission is compatible with the church's exempt status.

## **Rules and Regulations:**

**Church Property** – Church property will not be loaned, borrowed or removed from church premises without prior permission from the Trustee Chairman, his designate or the Pastor. Church property (chairs, tables, etc.) may be used when using the facility under the rules herein.

**Facility Care** – The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. Failure to comply may result in forfeiture of the security deposit.

**Kitchen Rules** – Kitchen use must be specifically requested and authorized prior to your event. It must be left clean and orderly after use. Garbage and trash must be bagged and disposed of in the dumpster location. Church supplies are not to be used, except by church sponsored activities.

**Piano and organ use** – Permission to use the piano, organ or other church owned instruments must be granted by the Director of Music. Piano and/or organ should not be moved except by permission from the Director of Music and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for moving and for tuning the piano after repositioning.

**Sanctuary Sound System** – The sanctuary sound system is available for use upon request. The system must be operated by trained congregation members or by individuals pre-approved by the Trustee Chairman or his designate, and may result in an additional fee. No other equipment may be attached to the church sound system without prior approval.

**No Smoking and No Alcohol Use Allowed** – All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the buildings and campus, including corridors, restrooms and parking lots. Alcohol consumption is not allowed on the church property, including all buildings and outdoor areas.

**Building Use** – All groups agree to ensure all event participants leave the building after scheduled event.

**Reservation Time** – Arrangements should be made to set up events, prior to the actual event, in the facility usage agreement. The reserved room/space may not be used before or after the scheduled time, even if there are no other reservations before or after the scheduled time. Only reserved rooms may be used the day of reservation. **Final clean-up for events must be completed at the conclusion of the event, NO EXCEPTIONS.** If a group cancels an event for any reason, they must give 24 hour notice to the church office or forfeit activity fee.

**Breakage** – All persons and/or groups using our facilities are expected to exercise reasonable care and judgement to prevent defacement, damage or breakage. The person(s) signing this application for usage will be responsible for paying any and all costs incurred by the church in cleaning, repairing or otherwise refurbishing any part of the building and/or its furnishings and equipment.

**Breakage continued** – The Trustee Chairman, his designate or the Pastor will determine if the persons or group has acted carelessly or irresponsibly, causing more than normal wear and tear.

**Supervision of Children and Youth** – The congregation seeks to provide a safe environment for children and youth. Adult supervision is required at ALL times inside and outside of the church property, including the parking lot. Children and/or siblings of group members must stay with the group or under the care of additional adult supervision and no fewer than two adults should be present at all times during any program or event involving children.

**Food and Drink** – Food and drink should be limited to designated areas. NO FOOD OR DRINK IS ALLOWED IN THE SANCTUARY. Anyone using the church property is responsible for cleaning after each use – both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (dishes, silverware, tablecloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.

**Decorations** – Decorations may not be attached to the walls or doors with anything that will damage the surface. Please seek approval from Trustee Chairman, his designate or the Pastor for adhering anything to the walls or ceilings. **All decorations must be removed immediately and completely following the event.**

**Emergency scheduling conflicts** – The congregation reserves the right to pre-empt any facility usage agreement in case of emergencies, such as funerals. Notice will be provided as early as possible.

**Storage** – Storage space is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.

**Security** – The congregation works to maintain a safe and secure environment within the facility; however, no systems are fool proof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. The congregation is not responsible for theft or damage to personal property.

## **Room Usage Fees for Non Church Members:**

### **Room: Sanctuary**

Sanctuary	\$270/5hours	<input type="checkbox"/>
A/V Support	\$25/hour	<input type="checkbox"/>
Pianist	\$25/hour	<input type="checkbox"/>

### **Room: Kitchen**

Catering only (no cooking)	\$120/5hours	<input type="checkbox"/>
Cooking	\$150/5hours	<input type="checkbox"/>

### **Room: Dining Room**

Without food	\$150/5hours	<input type="checkbox"/>
With food	\$200/5hours	<input type="checkbox"/>

### **Room: Classrooms and/or Meeting Rooms**

Any room	\$100/5hours	<input type="checkbox"/>
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I have read the building usage agreement in its entirety and will adhere to the terms and conditions. I further release LGBCoFAH, its officers and any members of any liability from injuries, damage or loss of personal property or death while using these facilities.

**PRINT NAME:**

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**SIGNATURE AND DATE:**

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**NAME OF ORGANIZATION (if applicable):**

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**DATE AND TIME OF EVENT:**

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**AREA(S) REQUESTED:**

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**PRIMARY CONTACT NUMBER:**

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**SECONDARY CONTACT NUMBER:**

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**APPROVED**

**NOT APPROVED**

**DATE AND SIGNATURE OF TRUSTEE CHAIRMAN, DESIGNATE OR THE PASTOR:**

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