



Revised 8/08

Fellowship Bible Church

Ministry Center Use Agreement

3806 Portland Avenue East
Tacoma, WA 98404
(253) 473-2365

TODAY'S DATE: _____

ORGANIZATION NAME: _____

Address: _____

Contact Person: _____

Phone Number: _____

TYPE OF MEETING/EVENT: _____

FACILITY USE DATES: FROM: _____ TO: _____

DAY	FROM	-	TO
DAY(s) AND TIME(s) SCHEDULED: _____	_____	-	_____
<i>(Based on Arrival/Departure)</i>	_____	-	_____
_____	_____	-	_____
_____	_____	-	_____

RATES:	
Building:	\$500/1/2 Day
<small>(Doesn't include KITCHEN or SOUND SYSTEM)</small>	\$750/1 Day <i>(+ \$250 set-up)</i>
Auditorium:	\$150/hour
Multipurpose:	\$ 75/hour
Kitchen:	\$ 75/hour <small>(\$100 Minimum)</small>
Classrooms:	\$ 50/each
Sound System:	\$ 25/hr <small>(\$100 Minimum)</small>
DAMAGE DEPOSIT:	\$500.00

AREAS BEING USED

- | | |
|--------------------------|----------------------------|
| _____ Auditorium | _____ Kitchen** |
| _____ Multipurpose Room | _____ Sound System** |
| _____ Nursery | _____ Special Custodial*** |
| _____ Toddler Room | |
| _____ Crying Room | |
| _____ Restrooms | |
| _____ Foyer | |
| _____ Classrooms x _____ | |
| _____ DAMAGE DEPOSIT | |

**** Supervised Special Use areas will be subject to a \$100 usage fee minimum. Applicable rates apply after that.**

*****Regular custodial service is included in the rates. The Additional Special Custodial Service rate is \$25/hr.**

Additional Instructions/Agreements: _____

TOTAL RENTAL FEE: Monthly: \$ _____ One Time Usage: \$ _____

CONTRACT PAID ON: _____

(Applicant's Signature) (DATE) (FBC Representative) (DATE)

(See Facility Use Rules, Policies, and Guidelines on back...)

Facility Use Rules, Policies and Guidelines

- Any group or individual using the facility accepts responsibility for any damage done to the property and shall reimburse Fellowship Bible Church for repairs or replacement. A damage deposit of \$500 applies to all rentals which will be returned upon satisfactory inspection.
- The applicant's group will use only those areas of the facility listed on the agreement.
- The applicant will ensure that all areas used are returned to their original condition and set up, including auditorium seating. All areas will be left in a clean and orderly condition. Please see FBC Standard Building Use Policies.
- Use of the KITCHEN requires prior approval & hiring of an FBC representative to oversee the kitchen.
- Use of the SOUND EQUIPMENT requires prior approval & hiring of an FBC representative to operate the system.
- The applicant's group must provide any equipment or supplies used in games or activities. Games and activities should only be allowed in appropriate spaces. Adult supervision is required.
- Items used in the nursery/toddler area must be cleaned and stored neatly. The room must be left clean and in its original condition.
- All garbage will be removed to the dumpster outside.
- Any furniture or displays brought in by the applicant's group must be approved. If these items are left in the building, the applicant will put away and store them as directed upon departure.
- Conserve energy by using lights only where needed.
- Upon departure, make sure restrooms are checked for cleanliness, lights are turned off and building is secured and locked.
- Fellowship Bible Church assumes no responsibility for lost or stolen items.
- All meetings and special events need to be coordinated with the FBC staff. *(See below)*
- Use of tobacco products, narcotics and alcohol is expressly prohibited. Any ceremonial use of alcohol requires prior approval.
- FBC reserves the right to cancel, postpone or reschedule any meeting, event or activity in the facility upon reasonable notice.
- User agrees to protect, indemnify and hold harmless Fellowship Bible Church, its employees, elders, deacons, agents or assigns from any and all liability, suits, legal proceedings, claims injuries or property damage resulting from the uses of the facility.

CONTACTS:

Ministry Center Use Coordinator: EARL OLIVER 253-473-2365 (and set the thermostat)
Sound System Coordinator: DON GALLION 253-446-9949
Kitchen Coordinator: MARY RICCO 253-964-7633
Custodial Coordinator: WAYNE LINK 253-473-6486