Facility Use Rental
Guidelines and Registration

Community Use

For January 1 - December 31, 2014

FBC CLEVELAND
RECREATION
MINISTRY
2014 Recreation Ministry
Recreation Ministry Facility Use/Rental Guidelines
(Community Use)

Special Note: Facility Use/Rental Confirmation Is Not Complete Until Master Calendar Approval Has Been Completed
In The Main Office and Call Conformation From Our Recreation Administrative Assistant Has Been Made.

Thank you for considering us for your function. The following explains the details necessary in holding your function
at the Recreation Ministry Facility of First Baptist Church.

Rental Fee Options: 3 Options Are Available: Birthdays, Member Use (non-church event) or Sunday School Event.

- **Facility Rental (Gym Only) 3 hours with Recreation Assistant on site.**
  - Note: 3 hours includes setup, event and breakdown of your event.
  - Facility Rental: $50.00  Recreation Staff: $45.00  Total (minus deposit): $95.00

- **Facility Rental (6 hour rental) with Recreation Assistant**
  - Note: 3 hours includes setup, event and breakdown of your event.
  - Facility Rental: $100.00  Recreation Staff: $90.00  Total (minus deposit): $190.00

- **Overnight Stay (start to finish...times vary with approval)**
  - Facility Rental: $125.00  Recreation Staff: $100.00  Total (minus deposit): $225.00

- **Additional Recreation Staff Member - May be required pending on group size and activity at $15.00 per hour.**

Refundable Deposit (required): For All Activities: $100.00 (Deposit will be refunded or shredded the next business day based upon inspection of area used and cleaned.

Total Due At Registration: Payment Must be made in two checks:
- Check #1 - Use fee/Recreation Assistant fee. Price will vary on choice above.
- Check #2 - $100.00 deposit
- Please make checks payable to: FBC Cleveland Recreation Ministry

Recreation Ministry Facility Rental Guidelines:
1. Rental of facility is for a three hour block of time or other option. This time includes set-up and breakdown as described in Facility/Event Rental Request Form.
2. First Baptist Church does not permit the sale of goods or services during facility rental. (This includes but is not limited to: concessions, products, yard sales, services, etc)
3. A Recreation Assistant must always be present at the facility and will be assigned accordingly by Associate Pastor of Recreation Administration. They will assist with direction and checkout of equipment. The Recreation Assistant has the authority to stop the event if guidelines are not being followed, participants are at risk, or the facility is being or could be damaged.
4. The Recreation Ministry will provide and have available:
   A. A Recreation Assistant onsite to give direction, open/close the facility for your function, and prepare the facility for the next event.
   B. Space for your function (foyer and/or one side of the gym, or the whole gym as necessary).
   C. 3 - 8’ tables
   D. 24 foldable chairs
   E. 2 - trash receptacles with liners
   F. Clean and functional restrooms
   G. Selective sports equipment as requested to check out.
5. The Responsible Person for the party has the direct responsibility for cleaning area involving placing all trash/food in the trash receptacles, and removing supplies/decorations from walls/areas and making sure the facility is left better than you found it. Failure to leave facility in a cleanly manner will forfeit your deposit.
6. No early entry available. Entry is available for times rented from beginning to end, Please plan accordingly.
7. The use of outside equipment or additional rental equipment must be approved through the Associate Pastor of Recreation Administration during the registration process in order to be used. Altering the facility to accommodate such equipment is not permitted.
Recreation Ministry of First Baptist Church
Community Member
Facility/Event Rental Request Form

Special Note: Facility Use Rental Confirmation Is Not Complete Until Master Calendar Approval Has Been Completed In The Main Office and Call Confirmation From Our Recreation Administrative Assistant Has Been Made To You.

All requests must be in compliance with the Recreation Ministry Facility Use Acknowledgement. Please refer to Facility Use/Rental Guideline and Acknowledgement appropriate for appropriate use instructions.

Step #1 - I Am Choosing…

☐ Option #1 Facility Rental (Gym Only) 3 Hours
☐ Option #2 Facility Rental (Gym Only) 6 Hours
☐ Option #3 Overnight Stay (Gym Only) Times Vary

Times include set up and break down.

Step #2 Event Information…

Responsible Person:_______________________________________________Email:_____________________________________________

Full Address: _______________________________________________________________________________________

Main Contact Of Responsible Person Home:___________________________ Cell:_______________________________

Event/Function Title:_________________________________________________________________________________

Date of Event:______________________________________________________________________________________

Time Begin: ____________________________________ Time End: __________________________________________

Estimated Number Of Guests: _________________________Estimated Number Under 12 _________________________

Function Needs: # _____(up to three) 8’ tables, #_____(up to 24) chairs, __________________________________ other

Is outside rental equipment going to be used?  Yes __________   No _____________

All requests must be received at least two weeks prior to the date requested. The Recreation Administrative Staff will receive and process request. Fees will be payable at time of request submission.

The use of the Recreation Ministry facility will be at the risk of the participants and responsibility of the above noted Responsible Person. First Baptist Church, the Recreation Ministry, ministers, employees, staff nor members assume liability or responsibility for any injury due to a users negligence or use of the facility/equipment. First Baptist Church does not make any express or implied warranty of the premises, equipment, machinery, fixtures or furniture.

I understand and will comply with all requirements for my group’s usage of the Recreation Ministry Facilities of First Baptist Church of Cleveland.

May your function be enjoyable as you use our facilities.

Responsible/Liable Person Signature: _______________________________________________ Date: ______________________

Step #3 Payment… Payment must be made in two checks:

Check #1 - Use fee/Recreation Assistant fee. Price will vary by choice above.
Check #2 - $100.00 deposit

- Please make checks payable to: FBC Cleveland Recreation Ministry

Office Use Only

*** A copy of Driver License must be copied and attached to this registration.

Amount ______________________________
Deposit Paid __________________________
Date Received _________________________
Confirmed (Date/who) ____________________
Administrative Approval __________________
Calendar Request Submitted ________________

Please make a copy for your records
First Baptist Church
Community
Recreation Ministry of First Baptist Church

Guidelines For Facility Use Acknowledgement

**Food and clean up:** In order to maintain the cleanliness and safety of the facility, it is requested that all food be confined to the lobby as much as possible. If not possible, the west end of the Rec gym is available for use. If the gym is used please take extra care in not allowing food or spills to be tracked out of the assigned area. Please be considerate and leave the area clean. Please make sure that all trash is in trash receptacles at the end of your function. *The Recreation Assistant will take receptacles to the dumpster.* No alcoholic beverages or smoking are permitted on Recreation Facility premises.

**Music:** The Recreation Facility is located in a family neighborhood and loud music is prohibited. Music selection must be of Christian nature and belief at all times. *The Recreation Assistant will assist with music.*

**Equipment:** *The Recreation Assistant can assist you as needed for equipment check out and set-up.*

**Location Limits:** No one is allowed behind the Welcome Center counter at any time during your function. As well, the Recreation Offices, Wellness Room, storage closets and Day Care wing of the facility are off limits.

**Children:** Must be in constant supervision at all times. There must be a ratio adult to child as follows for your function:

- Preschool – Kindergarten 1 to 6 ratio
- 1st – 5th 1 to 9 ratio
- 6th and above 1 to 12 ratio

**Rental Equipment:** The use of and delivery of rental equipment (tables, chairs, inflatable games, etc), must be approved by the Associate Pastor of Recreation Administration during registration. No equipment is permitted without prior approval.

Thank you for allowing us to serve you and your guests. We hope that your time spent at The Recreation Facility Of First Baptist will be enjoyable. Please be reminded that *the Recreation Assistant has the ultimate authority on decisions and care for the facility.*

Responsible Person Signature _______________________________ Date _____________________________

Please make a copy for your records

[Return this sheet with your registration]