

**Crossfield Baptist Church**  
**Box 231**  
**Crossfield, AB**  
**Facility Use Agreement**

May 2022

We consider this building to be a gift from God and a tool that allows us to offer holistic ministry to our congregation and community. We are therefore privileged to enter into this agreement with you. We ask that you abide by these terms of use with a sense of privilege and partnership also. It is our sincere desire to be of service to you and that your experience in our facility will be a positive one.

*Please read the following carefully before signing this agreement*

1. Deposit is due upon booking and will be refunded if premises are cleaned and left in the same condition as prior to use. Deposit will be refunded in full pending two or more week's notice of cancellation. Less than 48 hours notice will result in the withholding of a \$25.00 cancellation fee. Honorariums are to be paid directly to the appropriate persons according to the honorarium guide.
2. CBC is a smoke, drug and alcohol-free environment. The serving of alcohol will not be permitted on these premises. There is no designated smoking area.  
Dancing is not permitted, except in conjunction with pre-approved choreographed or dramatic productions.
3. User must insure for liability or agree to indemnify and save harmless Crossfield Baptist Church, FEBCAST, and all officers, agents, representatives, employees, members or adherents thereof from all claims, actions, or causes of actions whatsoever, arising out of the use and occupation of the facility by the user.
4. Decorating must be done in good taste. Use of tape or "sticky tack" on the walls is prohibited.
5. Food or beverages must be confined to designated areas.
6. Sound and video equipment must be operated by approved technicians and at all times in accordance with his/her directions. Equipment used in conjunction with the church's system shall be used only under the direction of approved technicians. Equipment rooms are off limits except for approved personnel.
7. Children must be supervised at all times.
8. Advertising or promotion of events not sponsored by Crossfield Baptist Church must clearly identify the sponsoring organization or persons and include a contact number where possible.
9. No equipment, books or other materials may be used or moved without permission.
10. No confetti or rice or similar products may be used inside the facility.
11. Access to the facility and monitoring of security will be the responsibility of a CBC approved supervisor.
12. Cleanup after events to a presentable level is required. Sanctuary furnishings must be returned to their original places. Failure to do so may be cause for loss of future privileges or additional cleaning charges.
13. Use of the Facility is restricted to times and areas designated in the use agreement. The Administrative Secretary must approve all adjustments.
14. All reasonable precautions to avoid damage to the Facility and equipment will be taken. Any damages will be the responsibility of the user. Cost of repair will be charged to and paid by the responsible person upon invoice.

- 15. The use of the Kitchen will follow specified Kitchen regulations as posted.
- 16. Tables and chairs must be returned to designated areas following use.
- 17. Any adjustments, waivers, or disputes regarding use of the facility will be addressed by the House Committee, and Deacon’s board, whose decisions are final. CBC reserves the right to refuse booking requests deemed inappropriate or incompatible with its doctrines, values or scheduling priorities. In such cases, the decision of the House Committee and Trustee Board is final.
- 18. Any breach of rental terms and conditions may result in loss of use of facilities.

### Rental Agreement

Church Contact Person \_\_\_\_\_ Date \_\_\_\_\_

I, the undersigned, have read the Terms of Use Agreement and agree to comply with its policies and standards.

Signed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

For the “user”

\_\_\_\_\_

(Signature)

(Printed name in full)

\_\_\_\_\_

(Contact Phone #)

## Facility Use Application

Name of Organization or Booking Party: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact Person \_\_\_\_\_

Phone: \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

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

Event supervisor \_\_\_\_\_

Phone: \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

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

Purpose of Event/Activity \_\_\_\_\_

Rental Date(s) \_\_\_\_\_ Rental Time \_\_\_\_\_

Wedding Rehearsal Date and Time (if applicable) \_\_\_\_\_

Officiating Clergy \_\_\_\_\_ Contact \_\_\_\_\_

### Areas Required

Refundable Deposit \_\_\_\_\_

Sanctuary \_\_\_\_\_

Kitchen \_\_\_\_\_

Fireside Room \_\_\_\_\_

Classrooms \_\_\_\_\_

Youth Room \_\_\_\_\_

Note: Booking of Sanctuary for weddings includes use of adjoining rooms for pre-wedding preparations, and rehearsal times.

Equipment Required

Sound System \_\_\_\_\_

TV/VCR \_\_\_\_\_

Overhead Projector \_\_\_\_\_

Whiteboard \_\_\_\_\_

PowerPoint \_\_\_\_\_

Musical Instruments (specify) \_\_\_\_\_)

Personnel Honorariums

(\$25.00/hr, min 3 hrs)

Note: All honorariums are in addition to facility rentals. For Sound Technicians please make a separate cheque payable to the person performing these services.

Sound Technician \_\_\_\_\_

**Crossfield Baptist Church**  
**Facility Rental Rates**  
**Effective May 1<sup>st</sup> 2022**

| Room  | Rate                          | D.D     | Comments  |
|---|-------------------------------|---------|---|
| Sanctuary   | \$420.00                      | \$250   |   |
|   |                               |         |   |
| Kitchen   | \$150.00                      | \$50.00 | Includes: dishes, & appliances  |
| Classroom/Library                                   | \$90.00                       | \$50.00 |   |
| Youth room  | \$90.00                       | \$50.00 |   |
| Fireside  | \$90.00                       | \$50.00 |   |
| Nursery   | \$90.00                       | \$50.00 |   |
|   |                               |         |   |
| Funerals  | \$250.00                      |         | Includes: Adjoining rooms as required. Kitchen extra                            |
| Wedding   | \$550.00                      | \$250   | Includes: Day before setup, rehearsal & adjoining rooms                         |
| Wedding & Reception                                 | \$775.00                      | \$250   | Includes: day before setup, rehearsal, adjoining rooms kitchen, tables & dishes |
| <u>Honorariums</u><br>Sound person /<br>power point | \$25/hr...(min 3 hrs)<br>Over |         | \$75 flat fee for funerals  |
| Tablecloth 60" round                                | \$8.00 each                   |         |   |
| Tables leaving building                             | \$10.00                       |         |   |

**Rental Philosophy**

- Honorariums are paid directly to the person performing the service (sound/video)..suggested rates are shown
- All rentals are expected to vacuum as required, dry mop tiled areas, wet mop as required (kitchen, spills etc).
- CBC janitorial staff clean washrooms as required

**Crossfield Baptist Church**  
**Rental and General Use Policy for Facility Clean-up**

1. Church facility use should be co-ordinated through the church secretary
2. All tables to be washed with soapy water and chairs cleaned before returning to the storage area
3. All counter to be cleared and washed with soapy water (Kitchen, SS rooms)
4. All dishes to be washed and returned their rightful place.
5. All food items to be removed from refrigerators and freezer (kitchen)
6. Garbage must be removed and place in the large garbage bin outside
7. All table and chairs to be returned to the appropriate room
8. All floors of rented rooms to be vacuumed (vacuum located in Janitor's room)
9. Chairs have been strategically positioned in the Sanctuary. If they have been move or removed – please replace accordingly. Diagrams located in the sound booth and the storage area on the walls.
10. Other items and furniture around the Sanctuary must be replaced if they have been moved or removed.
11. Complete building “checklist” before leaving/locking building.