



BUILDING USE & RENTAL AGREEMENT FORM

Building Use Approval Process

- 1) The purpose of use including any event content must not be in conflict with SOUTHSIDE BAPTIST CHURCH'S mission and core values.
- 2) Rental of the SSBC facility will be limited to approved facility areas. Other areas in the building may be scheduled for other purposes at the same time.
- 3) Rental Request & Approval:
 - Complete the Building Use Policy & Rental Agreement Form (this form) to start the rental process and submit to Renee Stough, Church Secretary.
 - The deposit (see amount below) will be required to secure the facility. SOUTHSIDE BAPTIST CHURCH reserves the right to keep the deposit in the event that there is breakage, damage, or failure to restore building to original condition.
 - Church Staff will approve the event.
- 4) No sales or promotional events are allowed at any facility at SSBC.

Building Use Policy

- 1) SOUTHSIDE BAPTIST CHURCH functions and activities have priority over other renters. Rental applications are considered in the order received.
- 2) In the case of ongoing use, such as weekly or monthly rental of facilities, SOUTHSIDE BAPTIST CHURCH reserves the right to preempt use of the facilities. In such cases at least two weeks advance notice will be sent to the contact person for the group.
- 3) Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.
- 4) No alcoholic beverages or controlled substances are allowed in the building or in the parking lot or surrounding land. Smoking is not allowed in any part of the building or immediately outside our facility.
- 5) Nothing may be attached to walls, pews, ceilings, or floors that might damage them. All decorations must be removed.
- 6) Renters are required to remain in areas specified in the agreement and are responsible for keeping group participants confined to those areas.
- 7) Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
- 8) Paper products and supplies are for church events only.
- 9) At the conclusion of each event, upon leaving the building, you must make certain that:
 - All lights and appliances are off.
 - All doors are locked.
 - Thermostats are turned off or returned to programmed schedule.
 - Garbage and trash are disposed of properly in dumpster on the west side of the church.
 - The room is returned to its condition before the meeting – including the arrangement of tables and chairs.
 - The floor is swept.

- If the kitchen is used:
 - All eating and preparation surfaces are washed clean.
 - All dishes or other kitchen items are washed, dried, and put away.
 - No food items are left on the premises or in the refrigerator or freezer.

10) SOUTHSIDE BAPTIST CHURCH assumes no responsibility for the use of the building and facilities by the tenant and has no liability to the user for such use, and further the user agrees to indemnify and hold SSBC harmless from all third-party claims, liability or damages arising out of such.

11) SOUTHSIDE BAPTIST CHURCH reserves the right to cancel or change this agreement at any time due to ministry activities and needs.

12) Building keys must be returned within one week of the event or SOUTHSIDE BAPTIST CHURCH reserves the right to charge a \$25 fee if not returned.

Rental Fee and Other Fees

1) The facility is considered reserved when approved by the Church Staff and the fee is paid.

2) Room use fees will be assigned based on specific room request in accordance with the Rental Chart schedule below.

3) Other use items (tablecloths and etc.) will be considered reserved when full deposit is made.

4) Building Use Fees are waived for the following:

- Church Members or Immediate Family Members Baby Shower (Tea)
- Church Members or Immediate Family Members Wedding Shower (Tea)
- Church Ministry Event (Sunday Morning Small Group Gathering, Youth or Kids Event, etc.)
- Tablecloth fees are NOT waived for church members or non-church members.

Name: _____ Date Requested: _____

Address: _____

Email: _____ Phone: _____

Times Requested: _____

PLEASE CIRCLE BELOW THE LOCATION(S) YOU WISH TO RENT	SSBC MINISTRY/ NON-PROFIT MINISTRY	MEMBER OR NON-PROFIT	NON-MEMBERS	COST
Fellowship Hall & KCFH Kitchen	NO CHARGE	\$50	\$75	
Chrisitan Family Center (GYM) & Kitchen	NO CHARGE	\$75	\$100	
Sanctuary	NO CHARGE	TBD	TBD	
League Practice (GYM)**		\$75	\$75	
Tablecloths & Table Toppers (ONLY CAN BE USED SSBC)	\$25	\$25		
**One time \$75 fee for 4 practice for the season. Each additional practice will be \$25 for the season.			TOTAL:	
For Office Use	Amount	Date Received	Ck# or Cash	Key Given/ Returned
Fees Collected				

Signed by Person Responsible for Event: Agrees to SOUTHSIDE BAPTIST CHURCH'S building regulations.

Applicant Signature: _____ Date: _____

Approval Signature: _____ Date: _____