



Liberty Baptist Church of Suffolk VA
"Capturing our Community for Christ"

USER AGREEMENT AND TERMS OF USE

All activities must be on the Liberty Baptist Church (LBC) official calendar. This includes the use of any room(s) outside of the scheduled yearly events. To get on the calendar, **you MUST fill out an LOC Facility Use Contract**. This form is available online or at the LBC church office. The activity will be approved by the church leadership and added to the calendar. **No activity will be "official" until an application has been approved and the event added to the calendar.** Since Liberty Baptist Church is a non-profit organization, the purpose of this contract is to cover the additional *expenses* associated/incurred with events outside of the normal scheduled church activities. The LOC Facility Use Contract needs to be completed, and turned in at least three (3) weeks prior to the event. Once an application has been approved, fees must be paid at least five (5) work days prior to the scheduled event, and the deposit fee must be paid in a timely manner to reserve the LOC. LOC personnel will open and close the building unless other arrangements are made. The group representative signing the contract must be present for the entire time the facility is utilized. The group representative shall either be the pastor of the church or an agreed upon representative.

SUPERVISION: The group representative along with the church will inspect the facility, making sure the facility is left in the same condition it was before entering. For youth functions such as birthday parties, the sponsor must provide responsible adult chaperones. The group representative will be responsible for all the following regulations for the facility. The group representative will, as necessary, inform the group of all regulations, enforce these regulations, and or call appropriate civil authorities and the church leadership for emergency assistance listed on page 5.

1. The facility must be used only for the purposes stipulated in the contract signed between the authorized party and the church leadership and/or their designated representative.
2. When the gymnasium or multi-purpose room is/are used, the only activities permitted are those which would normally be termed as indoor activities. Activities that are normally outdoor activities (such as but not limited to: golfing, roller-blading, skateboarding, soccer, throwing baseballs or softballs) are routinely prohibited.
3. Smoking is prohibited in or on any Liberty Baptist Church grounds or LBC facilities.
4. There shall be no alcoholic beverages or drugs brought to or consumed in/on any LBC facilities or grounds.
5. There shall be no other beverages or foods brought into the buildings unless previously approved by the church leadership and then great care must be exercised when using these items.

CLEAN UP: All users are responsible for general clean up. All trash must be removed from facility which includes removing all materials you used to set up (decorations, table cloths, etc.) in order to return the LOC to its' proper condition after an activity. If utilized, kitchen clean-up will be the responsibility of LBC kitchen equipment trained personnel.

SECURITY: The group representative assumes responsibility for ensuring that their guest remains in the areas authorized by their contract. If any damages occur as a result of individuals on behalf of the organization the authorized representative and its' organization assumes the financial responsibility for such damage.

LIABILITY: The user agrees not to hold Liberty Baptist Church from any and all liability for injury or damage including but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using LOC facilities, its equipment, its entrances and exits, and surrounding areas, for user requested purposes.

PARKING: The group representative is also responsible for proper management of parking, building, and crowd control with special regard for safety and capacity limits. All guests should park in authorized areas only. Priority for LOC use parking will be behind the LOC with overflow parking directed to the main parking lot in front of the LBC Sanctuary and Welcome Center in order to deconflict from the LBC Preschool/Daycare and alleviate traffic congestion. (See Figure 2, pg. 6) The number of people should not exceed the number authorized on the contract.

MISC: Facility access, equipment and other arrangements to assist your facility usage should be noted within the contract. An LBC member will retain authorized access and is responsible for opening and closing the LOC. Any special arrangements for pre/post-event set-up or tear-down will also be annotated within the contract. Decorations must not be affixed to any wall without prior consent of LBC. Facility inquiries are generally handled by the Church office (757)-539-3511 between 9:00 am and 3:30 pm. In the event of a Class 1 event or inclement weather, LBC reserves the right to determine if an event should be cancelled and or delayed. It will be the group representative's responsibility to coordinate all notifications of any postponements or cancellations with its guests/members.



ADVERTISING: LBC has the right to review and approve any advertisement of promotion material in connection with your function that specifically references the name and/or logo of Liberty Baptist Church.

AGREEMENT FOR USE OF FACILITIES

Section A (section A and B must be completed by the organization's Representative)

Name of Organization or church: _____

Mailing address: _____

Requested date(s) and time(s) From: _____ To: _____

Agency contact person: _____ Ph No. _____

Purpose of use: _____

Contract start Date: _____ Location requested: _____

Food services required: Yes _____ No _____

Audio/Media services required: Yes _____ No _____

Organization/Person agreement - the organization/person/church will be responsible for:

- 1. Payment of the final bill must be paid five (5) working days in advance of the event.
2. Payment of necessary staff personnel in accordance with the LBC class and user fees for the LOC.
3. Damage(s) to building, grounds and or equipment will be deducted from deposit fee, if any.
4. Agreeing to indemnify and hold harmless Liberty Baptist Church from any and all claims, demands, suits, causes of action, or judgments any person had, now has, or may have in the future against the event(s) which is/are the subject of this agreement;
5. Paying additional personnel costs necessary because of the need for excessive clean up;
6. Provide in advance a 48 hour notice of cancellation without penalty. Failure to do so will obligate the organization/person to pay a \$50.00 fee that covers a portion of the time spent by the custodian to open the building and prepare for the event.
7. The use of dishes and or tablecloths must be approved by LBC prior to the event. The contractor is responsible for the cost of dry-cleaning the tablecloths and for any damage to dishes or church property, which shall be subtracted from the deposit.

Sections B Event details

Number of participants: _____ Number of tables requested: _____

Number of chairs: _____

Audio/visual: TV/Screen/VCR/DVD _____ Microphones: regular _____ wireless _____

Overhead projector _____ (Additional audio/visual equipment also available.)



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Special set-up/audio/visual requests:

1. _____
2. _____
3. _____

Note: LOC access prior to & after an event is limited to ½ hour before/after published events. Exceptions will be handled on a case by case basis. Also, the LBC Multi-purpose room is reserved for LBC Preschool and Daycare use until 6 p.m. when in session.

Section C facility use cost (to be completed by Liberty Baptist Church)

Activity Cost	Number Needed	Hours	Amount
Facility Coordinator			\$25/hr
Locations User Fee: <ul style="list-style-type: none"> • Room 1 • Room 2 • Room 3 (Gym). • Sanctuary 			
Food Cost			
Additional Cost			
Media Spt			\$25/hr
Event Coordinator			\$25/hr
Final Bill + \$250.00			

Overall request review:

Total =

Payment via check or money order is due to LBC to cover the operating expenses, etc. Adjustments will be made accordingly for any changes in the requested event.

By my signature to the conditions of the contract and understanding and acceptance of the term of use I/we acknowledge responsibility for damages to the facility caused by negligence. This agreement has been properly vetted and endorsed through the requesting agency and Liberty Baptist Church’s Leadership and I/we are designated as authorized representatives to sign this agreement. I also understand that all user fees must be paid by check or money order to Liberty Baptist Church, 116 Romans Road, Suffolk, VA 23434.

 Agency Representative Signature/Date

 LBC Church Representative Signature/ Date



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LBC CLASS AND USAGE FEES FOR THE LOC

Groups and/or organizations requesting use of Liberty Baptist Church (LBC) Liberty Outreach Center (LOC) fall within one of five classifications for such use. Fees are established and maintained by the LOC Committee. All requestors of LOC use must comply with the LOC terms of use and maintain a high standard of Christian conduct. LBC Leadership retains authority to make final determination of potential LOC use.

Class 1 - *No user fees shall be charged* to the following groups for qualifying activities. These groups include LBC affiliated organizations and Sunday School Classes including, but not limited to: all LBC ministries, Liberty Day Care and Preschool, LBC athletic open gyms/practices/games and AWANA Clubs.

Class 2 - *One half of the room user fee(s)* shall be charged to LBC church members for a non-profit event in which the church member will be present. This includes fundraisers for specific groups within the church but not a general fundraiser where a portion of the proceeds are shared with another entity outside of the school; where less than 100% goes to the school organization.

Class 3 - *Established whole fees* shall be charged for Class 3 groups. The Class 3 fees serve as the basis in determining fees for all other classes. Class 3 Groups are identified as churches, businesses, or other local organizations having a private but local basis for LOC facility usage.

Class 4 - Class 4 usage rates will apply to private-for-profit events (i.e. tournaments) or fundraising purposes. The fees shall be set after consult with LBC leadership for approval. *Generally, Class 4 fees shall exceed established Class 3 fees for the same facilities by a factor of 1.5.*

Class 5 – Long Term Lease Agreement proposals will be submitted to and reviewed by the LOC Committee with a recommendation and lease amount proposal for LBC leadership consideration and potential approval.

Fees:

All fees can be paid either by check or money order. Checks must be made out to Liberty Baptist Church annotating for "LOC use". Love offerings will also be received in like manner. Upon receiving a detailed request for LOC use, the LOC Committee will convene to determine the Class and total cost for a requestor. The LOC is split into three (3) rooms to assist in determining cost per Figure 1 below. Room 1 & 2 can be partitioned or combined to make one large room. Deposit fee is included in total cost. The fees shall include, but are not be limited to, the following;

Deposit Fee: \$250.00

Class 1:

No Charge

Class 2:

User Fee 50% of Class 3 rates

Class 3:

User Fees:

Room 1 or 2 Full Day (8 hours)	\$500.00
Room 1 and 2 Full Day	\$850.00
Room 1 or 2 Half Day (4 hours)	\$350.00
Room 1 and 2 Half Day	\$650.00
Gym	
Room 3 Full Day (8 hours)	\$1000.00
Room 3 Half Day (4 hours)	\$500.00
Room 3 Hourly rate	\$125.00 an hour (Two hour min.)

SET UP/TAKE DOWN FEE

\$3 per Table (8’ & 6’ rectangle and round)

\$.50 per chair

CLEAN UP FEE: Optional

\$25 Includes: bathroom cleaning, all trash and mopping floors.

Facility Coordinator Fee - \$25/hr used

Kitchen - \$25/hr - Requires LBC kitchen trained member present.

Sound/media equipment - \$25/hr - Requires LBC personnel to operate

Deposit Fees: \$250.00 Due prior to event. (One week minimum)

CLASS 4:

Fees are a factor of x 2 that of Class 3 fees.

Class 5:

Fees determined on a case by case basis based on recommendations of LOC Committee to LBC Leadership.

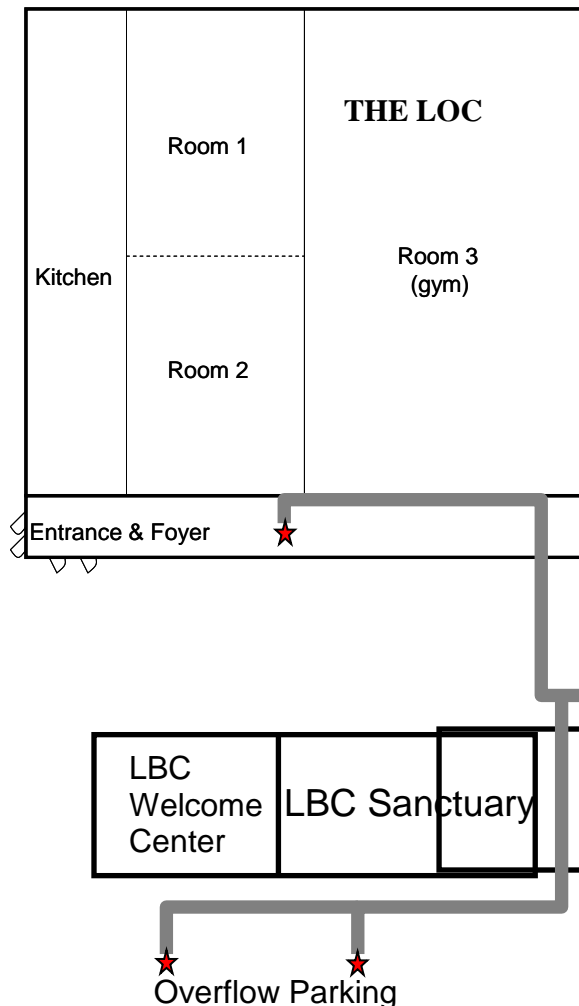


Figure 2. LBC LOC Parking Areas