

BUILDING USE REQUEST FORM

TODAY'S DATE: _____

Old Fort Baptist Church
10505 Dorchester Rd., Summerville, SC 29485
PHONE: 843-873-2283 FAX: 843-376-0625
email: ofbc@oldfortbaptist.org

Please provide the following information and return the form(s) to the church for approval.

Name of Group _____
Person making request _____ Title _____
Email address _____

THIS REQUEST IS FOR:

1) **Recurring Event:** Describe the day of the month, e.g. "the first Thursday of each month." "Every Tuesday."

Starting Date _____ Time _____
Ending Date _____

2) **Single Use Event:** Date _____ Time _____

3) **Give Details Here:**

- Room(s) Requested _____ for the purpose of _____
- Do you require a key? _____ Must also complete and sign **Key Request Form**.
- Will you use the kitchen? _____ Must also complete and sign **Kitchen Contract**.
- Will you use a piano/organ? _____ Must sign **Piano/Organ Damage Rider**.
- Will you need a microphone and sound assistance for your event? _____
- Will you need videos, pictures or a presentation shown on the screens? _____

I/we understand and agree to the rules and policies set forth by Old Fort Baptist Church as established in the **Facility Use Policy**, including if applicable, the **Kitchen Policy** and **Damage Rider**. I/we agree to pay \$50 deposit for the use of the facility. The deposit will be returned upon successful checkout by a OFBC staff representative. I/we accept responsibility for an additional custodial fee (minimum of \$50) if the facilities used are not left in accordance with rules and policies as set forth on this form. It is my/our responsibility to pick up a building key and to arrange for any outstanding fee payment at least one week prior to the date of use. **I/we hereby release Old Fort Baptist from any and all liability, past, present and future, arising from use of the church facilities. I have read and understand the policies as stated in the Facility Use Policy on the reverse.**

User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose, or belief of the owner, which is a Bible-based religious institution.

Signature _____ Phone (day) _____

Complete Address _____

Do not write below this line.

THE ABOVE APPLICATION is hereby APPROVED under the conditions as described.

Signature: Church Facility Use Representative _____

Date _____

Emergency Contact Assigned _____

Telephone/Cell Phone _____

Sound/Media Technician Assigned _____

Telephone/Cell Phone _____

Facility Use Policy

1. All groups using the building shall reserve one or more of the rooms. You may expect to find others using other portions of the building simultaneously. The fees listed are for one-time use of the facility. Other fees for on-going use may be negotiated with the Ministerial Staff.
2. Scheduled building use may include permission for light use of the kitchen (beverages), but each group must provide its own supplies. Any food service beyond beverages must be coordinated with the church administrative staff. A kitchen orientation tour should be completed by a designated group representative scheduled to attend the event prior to the event. Full and exclusive use of the kitchen, by payment of the fee, shall include the right to use all appliances, dishes, cookware, etc., according to the instructions posted in the Kitchen. It will also provide assurance that you will not have to share the kitchen with another group. Unless custodial services have been hired, **the kitchen must be left clean and neat with all garbage removed to the dumpster on the back side of campus beside the garage.**
3. **IN ORDER TO RESERVE THE FACILITIES:**
 - (a) Contact the Church office for availability of the date for your event and to obtain supplementary forms if needed.
 - (b) Fill out ALL applicable forms and return them to the Church office.
 - (c) OFBC staff must approve the request (see #10 below). Upon approval, the Church office will email a copy of all signed forms and an invoice for the deposit to the applicant.
 - (d) Church office receives the required deposits.
4. Rental of any part of the building does not include set-up or take-down, of tables for example. Unless custodial services have been hired, all tables and chairs will be returned to place of origin within the room or setup for Sunday services. **Please check with the church office prior to your event to determine what you will need to do to prepare for your event.** Any damages to the facility are the responsibility of the renting group.
5. No adhesives, tapes, pins, nails, tacks, etc. may be used to secure decorations, announcements, etc. to the walls or windows. Blue painters tape, suction cups and sticky tack are permitted. Bulletin boards or portable easels are the best way to display posters.
6. As part of the cleanup after an event, the rental group will pick up all trash on the floors, tables, chairs and any other furniture. Unless custodial fees have been paid, the floor will need to be vacuumed or broom swept if necessary (broom and dustpan is in the custodial closets). The garbage bags will be taken to the dumpster on the back of the campus beside the garage.
7. The event will begin and end within the time established on the contract.
8. **Smoking is strictly prohibited in this building.**
9. Old Fort Baptist Church **forbids the use and presence of alcoholic beverages** in any form in its facilities or on church property.
10. Decisions concerning applications for use of this building, their appropriateness, and the fee schedule, are made by the designated OFBC staff and Pastor.
11. Only approved Sound/Media Technicians may run the sound/media equipment at the church. Our sound and media technicians must be used for all events in which the church sound or media system is used. The OFBC Technicians will require payment. A separate form is available to indicate your sound and media needs. Please discuss all your sound and media needs with the church office when making your event application so we can determine if our equipment can accommodate your needs and that a technician is available the date of your event. The technicians will set the lighting, set up all microphones, speakers, and necessary media equipment as requested by the event coordinator. It is the responsibility of the sound tech to ensure music is appropriate for use in church setting. If deemed inappropriate the person in charge of the event will be informed.
12. Children must be supervised by parents or caregivers and stay in the rented area.

Group Name & Date

Building Use Fees

Old Fort Baptist Church
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Use shall be granted in the following order of priority. Please indicate which category pertains:

1. Church ministries and programs, including member weddings and memorial services.
2. Benevolent or civic non-profit groups.
3. Weddings and memorial services of non-members.
4. Non-profit community groups.
5. Profit-making groups and functions, including recitals.

<u>Fee Structure</u>	Member	Non-Member
<input type="checkbox"/> Room Deposit (must be received before date is reserved. Deposit will be credited toward fees)	\$50	\$100
<input type="checkbox"/> Security Deposit (deposit will be refunded after keys have been returned and post-event checklist completed)	\$50	\$50
<input type="checkbox"/> Worship Center/Sanctuary (capacity 1,000)	\$200	\$600/100
<input type="checkbox"/> Ministry Center (capacity 325 standing, 225 seated)	\$100	\$250/50
<input type="checkbox"/> Worship Center Classrooms	\$25	\$25/10
<input type="checkbox"/> Worship Center Choir Room (75 seated)	\$50	\$100/25
<input type="checkbox"/> Kitchen (Kitchen Contract required)	\$100/25	\$150/25
<input type="checkbox"/> Annex Dining Room	\$50	\$100/25
<input type="checkbox"/> Annex	\$100	\$250/50
<input type="checkbox"/> Custodial (required for all non-member events)	\$100 per building	\$150 per building
<input type="checkbox"/> Sound Technician (pending availability)	\$100 first hour/ \$25 each additional hour	\$100 first hour/ \$25 each additional hour
<input type="checkbox"/> Media Technician (pending availability)	\$100 first hour/ \$25 each additional hour	\$100 first hour/ \$25 each additional hour

PLEASE REFER TO SPECIAL WEDDING BOOKLET FOR ADDITIONAL INFORMATION

Weddings of Non-Members

Worship Center Sanctuary only (includes rehearsal)	\$600
Worship Center Sanctuary & Ministry Center (rehearsal, wedding, reception)	\$850
Ministry Center only (includes rehearsal)	\$300
Custodian before and after ceremony	\$150
Custodian after reception (Ministry Center)	\$200
Custodian setup before reception (Ministry Center)	\$100

Weddings for Church Members

Worship Center Sanctuary Only (includes rehearsal)	No Charge
Worship Center Sanctuary & Ministry Center (rehearsal, wedding, reception)	No Charge
Ministry Center only (includes rehearsal)	No Charge
Custodian before and after ceremony	\$150
Custodian after reception (Ministry Center)	\$200
Custodian setup before reception (Ministry Center)	\$100

FEES CHARGED:

FEES PAID:

Security deposit	Date: _____	Amount Paid:\$ _____	How Paid: _____
Room deposit	Date: _____	Amount Paid:\$ _____	How Paid: _____
Room fee(s) _____	Date: _____	Amount Paid:\$ _____	How Paid: _____
Custodial Fee _____	Date: _____	Amount Paid:\$ _____	How Paid: _____
Sound Technician _____	Date: _____	Amount Paid:\$ _____	How Paid: _____
Media Technician _____	Date: _____	Amount Paid:\$ _____	How Paid: _____

Total Fees Charged: \$ _____ Total Fees Paid: \$ _____.

Room Descriptions

Worship Center

- Capacity 1,000
- Stage
- Risers available (additional charge to set up and break down)
- Sound system equipped to handle multiple instruments and microphones
- Stage lighting
- Piano
- Organ
- Two Media Screens

Worship Center Choir Room

- Capacity 75 seated
- Piano

Worship Center Classrooms

- Capacity ranges from 10 - 40 seated
- TV in each room

Family Ministry Center

- Capacity 325 standing & 225 seated.
- Stage
- Sound system can accommodate 2 wireless microphones
- Two 60" TVs are mounted to the wall and can be used for presentations.
- No special stage lighting. Stage is not very bright if used for nighttime events.
- Access to a small kitchen with refrigerator, warmer, sink and ice machine.

Annex (former gym)

- Stage
- Sound system equipped to handle multiple instruments and microphones
- Stage lighting

Annex Kitchen

- 3 gas stove/ovens
- 2 warmers
- Ice machine
- Refrigerator
- Sinks and prep tables

KITCHEN CONTRACT

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I/We _____ of _____ agree to rent the Old Fort Baptist Church Kitchen at a cost of _____. A deposit of \$50.00 will be made upon signature of this contract. It will be returned after use and inspection of the kitchen.

By signing this agreement, I/We agree to the following:

1. Nothing will be placed on top of the stove unless I/we are planning to cook it.
2. Counters will be wiped with sanitizing wipes.
3. All trash will be emptied in dumpster beside garage on rear of campus and clean trash bags will be placed into the containers.
4. The floor will be swept and mopped.
5. All cooking surfaces will be cleaned.
6. All utensils, dishes, pots and pans will be washed and put away.
7. All leftovers will be covered and properly stored.
8. All used linens will be placed in the laundry baskets under the sink.
9. Notification will be given to the Old Fort Baptist office if the last of an item is used or if an item is getting low, i.e., paper products, coffee, sugar, etc.
10. The grill grease drip pan will be cleaned with drippings put into a metal or sealed container and not put down the drain.

By signing below I/we hereby release Old Fort Baptist Church from any and all liability, past, present and future, arising out of use of church facilities.

Signature: Church Facility Use Representative

Date

Signature: Renter

Telephone/Cell Phone

Damage Rider for Piano/Organ Usage

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Today's Date _____

This rider must be signed by the same person and with the same title as the Building Use Request Form.

I the undersigned individual and responsible party for the rental of the Sanctuary of Old Fort Baptist Church for the purpose of a music recital/ performance do hereby assume full and sole responsibility for any and all damages to the piano or organ caused during the period of my rental by anyone; and, if damaged, I hereby agree to pay upon demand for repair or replacement of either instrument at the discretion of Old Fort Baptist Church.

Event date(s) and time(s):

Signature: Renter

Key Request Form

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Turn in to Administrative Assistant

Date: _____

Person Requesting Key(s)

Name _____

Address _____

Phones: (H) _____ (W) _____ (Cell) _____

Email _____

Reason for Key Request

Program/Activity _____

One Time Weekly Monthly Other _____

Activity Days/Date _____

Expected return/term expiration _____

Key Information

Date of Issue _____

Exterior Door Key _____

Interior Door Key _____

Other Key _____

Request Approved by: _____ **Date:** _____

I understand that keys are issued to me for my use only. I will not have copies or duplicates of these keys made, nor will I allow others to do so. When my term/position expires, I will return these keys to the Administrative Assistant. If these keys are lost or stolen, I will report it immediately to the Building Use Coordinator.

I have read and understand the above and agree to abide by these rules.

Received by (Signature) _____

.....
Date Key(s) Returned: _____

Received by (Print) _____ (Sign) _____

End of Event Checklist

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Turn in to Administrative Assistant

Event Date _____

Group _____

Group Representative _____

- _____ All tables and chairs are returned to storage areas, place of origin or setup for Sunday within the room.
- _____ No adhesives, tape, pins, nails, or tacks were used to secure decorations/ announcements, etc. If so, all adhesive residue has been removed. There may be a charge for repairing any holes in the walls.
- _____ All trash has been removed and placed in dumpster unless custodial services were hired.
- _____ The kitchen (if used) was left clean and garbage was removed in accordance with established food service standards as detailed in the Kitchen Contract.

Please use the Notes section below to record anything of importance that occurred during use of building. Feel free to record positive input as well as negative.

Notes

Acknowledged by:

Signature: OFBC Staff

Rev. 5/4/2022

_____ Date