

University Baptist Church

Space Participation Agreement

Vision: UBC is a faith community striving to think critically, live creatively, and love continually. We are fulfilling this vision through our Space Partnership Initiative (SPI) as we utilize our campus to its fullest potential by sharing it with the community. The SPI allows us to build partnerships in the community and create opportunities for authentic relationships while generating funds to support the church's ministry.

Policy: As part of sharing our campus with the community we require the following:

- that the activities are in accord with Christian principles
- that the care and protection of the property is respected
- that members as well as non members may utilize the property
- that fees charged for use are reasonable and cover the cost of maintaining the property

Responsibilities: The Pastor will have final decision for determining any space rental agreements. The Governing Board (GB) will be responsible for administering the rental agreements and for scheduling activities. It may delegate the formal scheduling of and collection of fees to the Office Manager and/or Facility Operator.

What is Included: *All rentals will obtain access to on-site internet*

Kitchen:

- Use of all equipment except refrigerator reserved for MDO/Church items.

Sanctuary, Chapel Education Rooms, Fellowship Hall, Family Tree Cafe or Heritage Room:

- Chairs and tables required and arranged as directed.
- Use of designated restrooms.
- Video or audio equipment as requested for an additional fee.

Library, Multi-Purpose Room or small classrooms:

- Chairs and tables required and arranged as directed.
- Use of designated restrooms.
- Video or audio equipment as requested for an additional fee.

Back baseball field, Playground, or Front Lawn:

- Use of Chapel restroom - accessed through exterior door.

Chapel Office space:

- Use of office restroom.
- Access to newly created break room including coffee, tea and snacks.

Priority of use:

1. UBC groups using the facilities as part of the ministry of the church.
2. Groups sponsored by UBC with approval of GB, such as To Highland With Love, etc.
3. Other churches (usage fees may apply).
4. Outside social, civic, educational and charitable groups (usage fees may apply).
5. Members using the facilities for private parties or other gatherings (usage fees may apply).

Terms and Conditions:

- The campus is not available to groups of a partisan political party or for-profit seminars.
- University Baptist Church reserves the right to refuse rental of church space for activities that are not in accord with Christian principles.
- UBC is not responsible for items which may be lost.
- No alcoholic beverages and/or smoking on church property at any time.
- No food or beverages in the sanctuary.
- Any personal or group property left on the church premises shall be at your own risk and only with the permission of the Property Committee.
- All Rented space should be left as it was found.

Damage and Cancellation Policies:

- Any damage to equipment or facilities, other than normal use, shall be the responsibility of the Renter.
- Indemnification: It is an expressed term of this agreement that the Renter indemnifies the Church for any costs or damages of any kind incurred by the Church, as a result of the rental of the facility by the Renter.
- The Renter agrees to be responsible for any damage to persons or property resulting from its use and will hold University Baptist Church free and harmless from any such damages.
- All bookings and arrangements must be made with the University Baptist Church Office Manager at least two weeks prior to the event.
- Cancellation: A full refund will be given if cancellation notice is given 2 weeks in advance.

A **Participation Fee** will be collected from each renter of \$150 (\$50 members) annually. This fee will allow UBC to process the application and check for credit worthiness. It will allow renter access to the web calendar to reserve required dates and one key fob for access to rented spaces as scheduled on web calendar.

Any situations that do not fit into the fees below can be discussed to determine mutually agreeable terms.

