

University Baptist Church

Space Partner: Ongoing Partner 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 ELC/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.

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.
- Prohibited items/activities: alcoholic beverages, weapons, firearms, ammunition, illicit substances (illegal drugs, controlled substances not prescribed to the individual, or legal substances used in an unlawful or unsafe manner), and hazardous materials. Smoking and vaping is also prohibited.
- 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.
- All guidelines must be fulfilled on the Child and Youth Safety Policy, including the two-person rule as well as application, references, and background check for all adults working with children.

Damage and Cancellation Policies:

- Any damage to equipment or facilities, other than normal use, shall be the responsibility of the Renter.
- Group renting must have their own liability insurance.
- 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.

Renter Information:

Contact name: _____

Group Representing _____

Address: _____

Mobile Phone: _____ Alternate Phone: _____

Email Address: _____

Purpose for using the Church Facilities: _____

Estimated Number of people using area at any given time: _____

General Age group: _____

Date / Day / Hours of rental: _____

Fees - circle area(s) desired:

All rentals - Annual Participation Fee	Member \$50	Non-member \$150	\$ _____
Sanctuary for non- wedding:	Member \$100/hr	Non-member \$125/hr	\$ _____
Chapel Ed. Rooms, Heritage, Library, Multi-Purpose:	Member \$25/hr	Non-member \$75/hr	\$ _____
Fellowship Hall or Family Tree Cafe:	Member \$30/hr	Non-member \$60/hr	\$ _____
Kitchen:	Member \$30/hr	Non-member \$60/hr	\$ _____
Small Classroom or Chapel Work Space:	Member \$15/hr	Non-member \$25/hr	<i>Maximum \$200/mo</i> \$ _____
Ball Field, Playground, Front Lawn:	Member \$20/hr	Non-member \$30/hr	\$ _____
Use of technical equipment, includes technician for events other than weddings	\$25/hr		\$ _____
Use of television or projector	_____ # required * \$20 each		\$ _____
Use of tablecloths	_____ # required * \$10/cloth		\$ _____
Coffee thermos and all supplies	_____ # required * \$10/thermos		\$ _____
Copies - first 10 free - subsequent per copy cost:	_____ .10 per color	_____ .05 per black	\$ _____

Total collected on _____ (date) \$ =====

Rental Agreement

Signatures on this form indicate the agreement of the renter to the terms and conditions and the approval of the rental application by University Baptist Church.

Renter's Name: _____ **Signature:** _____ **Date:** _____

Approval from UBC Properties Committee: _____ **Date:** _____

Approval from UBC Pastor or Office Manager: _____ **Date:** _____