



Today's Date _____ Name and/or Ministry Hosting Event _____

Contact Person _____ Phone # _____

Email Address _____

Address _____ City, State, ZIP _____

EVENT DETAILS

Event Name/Purpose of Use _____

Event Date _____ Start Time _____ End Time _____

Set up Date *(if different)* _____ Set up Time _____ to _____ Clean up Time _____ to _____

Number of People in Group _____ Church Wide Event? Yes No Open House? Yes No

ROOM REQUEST **Please note – No beverages with artificial coloring in carpeted areas.**

Room(s) Requesting _____

ROOM SET UP *(Provide a diagram of the room set up on the attached page(s))*

Chairs # _____ Round Tables # _____ Rectangle Tables # _____ Lectern Standard Set-Up

EQUIPMENT REQUEST

TV/DVD/Blu-ray Player PowerPoint *(Tech Required)* Mic/Sound *(Tech Required)* Screen

Basketball Goal Volleyball Net Piano

KITCHEN AND/OR KITCHEN SUPPLIES

Kitchen - Name of person using this resource _____

Kitchen Supplies *(Available for ABBC Church Events Only)*

Plates Napkins Cups Plastic Silverware Coffee Sugar/Creamer

Other _____

VEHICLE REQUEST

Van *(10 Passenger Max)*

Number of people to transport _____ Destination _____

Driver's Name _____

Church Facility Usage and Hold Harmless Agreement

I/We the undersigned authorized representative(s) of (hereafter the "Organization") of the city of _____, state of _____ shall be using the building and grounds of **ANTIOCH BIBLE BAPTIST CHURCH** (hereafter the "Church") from _____ to _____, 20 _____, for the purpose of _____
_____ hereafter referred to as the "Activity".

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our Organization has general liability insurance with coverage limits of _____ in effect as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

(05.27.08)

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This material is for information only and is not intended to provide legal or professional advice. You are encouraged to consult with your own attorney or other expert consultants for a professional opinion specific to your situation.

Church Facility Usage and Hold Harmless Agreement

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Church Usage and Hold Harmless Agreement this _____ day of _____, 20_____.

_____ (ORGANIZATION NAME)

BY:

Signature: _____

Title: _____

(05.27.08)

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USAGE FEES

All fees are to be paid to the Church Business Office or designee in full before being placed on the calendar. No event will be placed on the church calendar without completing all required forms and pre-paying all required fees. For member events, this payment will act as a deposit and is refundable given all refund requirements are met. (See deposit refund checklist for details.)

Building Fees

- No fee for Active Members in good standing for approved events
- Outside Organization fees - \$50 per hour (nonrefundable, minimum 2 hours) - requires Approval from Family Pastor
- Building Fees are waived for ABBC ministry events (i.e. Antioch Group functions, church-wide bridal/baby showers, etc.)

Kitchen Fees

- \$50 for each event *****This does not allow for use of stoves or ovens for cooking*****
- Kitchen Fees are waived for ABBC ministry events (i.e. Antioch Group functions, church-wide bridal/baby showers, etc.)

Facilities Team Fee

- \$40 per hour (minimum 2 hours)
- Larger gatherings may be subject to additional staff and would be an additional \$20 per hour per staff needed (minimum of 2 hours) to be determined prior to event
- A member of the facilities staff must be present during all non-ABBC ministry events scheduled in the evening

FACILITY AVAILABILITY

- Monday-Friday from 8:30 am - 10:00 pm
- Saturday from 8:00 am - 4:00 pm
 - **Worship Center is not available after 12:00 pm on Saturdays - excluding funerals and weddings**
- Facilities are not available for use on Sundays and/or holidays.

AUDIO/VISUAL EQUIPMENT USAGE & FEES

- Church equipment must be operated by ABBC approved and trained church technicians. Technicians are to be paid through the Business Office in advance.
 - Visual technician: \$30 per hour (minimum 2 hours)
 - Sound technician: \$30 per hour (minimum 2 hours)

*Depending on availability of technicians, this option may not be available.
- If both sound and video are required in the main auditorium, two technicians will be required. If both sound and video are required in Kreeger Hall, only one technician will be required and there will only be one fee.
- Church equipment (i.e. TV/DVD, projectors and screens) is subject to availability and approval and must be included in the agreement. Additional fees may be assessed.
- If you are bringing electronic media files (burned CDs and DVDs, PP files, etc.), you are encouraged to test these files on our system before your event. We cannot guarantee compatibility.
- We will not connect external computers to our permanently-installed projection systems. If you need to use your own computer, we will provide a portable projector and screen.
- We will not install on our computers any special software or external hardware (other than USB "dongle" storage devices). This includes special software players and "standalone" executable (.exe) files or "pack-and-play" files that have been rendered by your own presentation software.

Questions may be directed to Courtney Zimmerman – 816.436.1649 or courtneyzimmerman@abbc.org

FACILITY/VEHICLE USAGE AGREEMENT

Signing of this agreement shall constitute willingness to comply with all rules and regulations regarding the use of ABBC facilities as set forth in the facilities usage agreement. Those using church facilities must use utmost care in the use of facilities and agree to protect, indemnify, and hold harmless ABBC and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the premises covered by this agreement. In the event of damage to church property, those using the facilities shall accept the amount of damage as estimated by the church and shall pay for such repair and replacement costs.

FACILITY/VEHICLE USAGE

- To use the facility on an on-going basis, you must be a member of Antioch. All ongoing events are subject to cancellation if an ABBC ministry event is taking place (i.e. Missions Conference).
- Application for Facility/Vehicle Usage must be turned into the office at least **one week** prior to your activity.
- All applications will be reviewed and approved/disapproved by a church representative and applicant will be notified of approval status.
- The church reserves the right to schedule other activities and events in other parts of the building.
- Antioch Bible Baptist Church is not responsible for misplaced, lost, or stolen articles.
- Failure to honor the Facility Usage Agreement may result in additional fees as well as loss of future privileges of facility usage.
- A notarized "Hold Harmless Agreement" shall be intentionally secured for all outside groups using the facility.
- KITCHEN CLEANING INSTRUCTIONS** – All dishes/utensils are to be thoroughly cleaned and put away in their proper storage area; you are responsible for sweeping, cleaning countertops and removing your group's trash from the premises; all kitchen items are to be returned to their proper storage area.
- VEHICLE USAGE GUIDELINES** – Driver must be at least 25 years old, on the church's insurance and have a valid driver's license on file with the church office; to drive the shuttle or bus, driver must also have a valid CDL with proper passenger certification on file with the church office; driver is an Antioch representative and must obey all traffic laws; do not park vehicles in underground or covered parking; return vehicle cleaner than you received it and with a full tank of gas; return vehicle and key promptly when scheduled activity is over (key may be placed in "drop box" in the office foyer); report any vehicle damage or faulty equipment when returning vehicle.

GUIDELINES AND RESTRICTIONS

- No events shall be held that: promote anti-Christian values or teachings, teach anti-Baptist doctrine, endorse actions that oppose Antioch's statement of faith, promotes reincarnation or satanic beliefs.
- No smoking or tobacco is allowed on the church property. No alcoholic beverages or drugs are to be brought onto the church property. This includes both inside and outside of the building.
- No beverages with artificial coloring are allowed in carpeted areas.**
- No paints, tapes, or glues may be used; nor carpentry, electrical, or other construction work done on the premises without prior approval of the Facilities Manager.
- Nothing is to be attached in any way to the sound panels on the Worship Center walls.
- No musical instruments or sound equipment may be used, moved, or removed from the Worship Center stage without the knowledge and permission of the Worship Pastor.
- No furniture or equipment in the church may be removed from a room without the knowledge and permission of the Facilities Manager.
- All scenery or props must be free-standing. No nails, screws, tape, command strips, stage hooks, etc may be used in the Worship Center or elsewhere on the church premises without the approval of the Facilities Manager.
- Those using church facilities must confine themselves to permitted areas and to the equipment agreed to under this agreement. It is not permitted to take tables and/or chairs from other rooms and/or areas of the church.
- The organization/person using the facilities is responsible for restricting group individuals to the approved area of the facility.
- The facility is to be in the same or better condition when departing as when arriving.
- Clean up/removal of all personal decorations, food, and trash from the premises is your responsibility. The dumpster is located in the West parking lot. A facilities team member will be on site to assist by setting up/taking down furniture and removing trash.
- Lights are to be turned off when leaving the facility.
- Report any damage to the building or equipment immediately to the Facilities Manager at 816.305.8676.

DOOR PROGRAMMING/KEY CARDS

- Upon application approval doors will be programmed to unlock 15 minutes prior to your event and lock 15 minutes after your event begins. If you need to enter the building earlier, please make arrangements with the front desk receptionist to pick up a keycard for your activity.
- Keycards will only be checked out to members over the age of 21.
- At the end of the approved activity, keycards may be placed in the “drop box” located in the office foyer.

CHILDCARE

- Church nurseries and childcare facilities are not available to activities, events, programs, or classes that are not a ministry of the church. All ministry-related activities needing childcare must coordinate through the Early Education Director.
- Children brought to the church must be supervised at all times. No exceptions.

WINTER WEATHER POLICY

EXCEPTIONS TO WINTER WEATHER POLICY

Funerals held at the church and scheduled weddings

WEEK DAYS

In the event North Kansas City School District cancels classes due to severe weather, all events scheduled at Antioch Bible Baptist Church will also be canceled for that day. (NKC School District website is <http://www.nkcschools.org/>).

If weather conditions force the North Kansas City School District to end classes early, ABBC activities will be closed for that day.

If weather conditions promote delayed opening of classes in the North Kansas City School District, ABBC Office opening and activities will be delayed until 10:00 am.

Office Staff will attempt to notify the contact person for affected activities.

SATURDAY ACTIVITIES

All Saturday activities will be evaluated and a decision made for cancelation by the Executive Pastor or a designated person assigned by the Executive Pastor. In the event that a Saturday activity is canceled, communications will be as stated below in the Communication Policy.

OFF-CAMPUS ACTIVITIES

All off-campus activities will be handled as if they were actually on campus, canceling by the stated guidelines.

WORSHIP SERVICE

We will conduct Sunday morning Worship and activities unless weather conditions are extremely hazardous. Should conditions force the cancelation of Sunday activities, appropriate announcements will be provided as listed below under Communication Policy for Inclement Weather. Members are urged to exercise their best judgment in evaluating driving conditions.

COMMUNICATION POLICY FOR INCLEMENT WEATHER

If any of the above inclement weather situations constitutes ABBC having a schedule change (closing or delay), the information will be communicated in the following ways:

- Contact person for activity – office staff will attempt to notify
- ABBC Website (www.antiochbbc.org) and social media accounts (@antiochbbc)
- Recorded on the ABBC Phone Voicemail – 816.436.1649
- Local TV stations:
 - Channel 4 (Fox)
 - Channel 5 (CBS)
 - Channel 9 (ABC)
 - Channel 41 (NBC)

DEPOSIT REFUND CHECKLIST

(APPLICABLE TO MEMBER EVENTS ONLY)

Please use the checklist provided below to ensure a full refund of deposit. Failure to complete all items listed below may result in a reduction of deposit refund. This will be determined at the discretion of the facilities manager and/or family pastor.

ROOMS

- Be sure to remove all decorations and items not belonging to the church
- Wipe down all countertops
- Sweep floors
- Remove your group's trash from the premises (trash bags can be put in the trash bins in the West parking lot)
- Put new trash bags in trash cans

KITCHEN

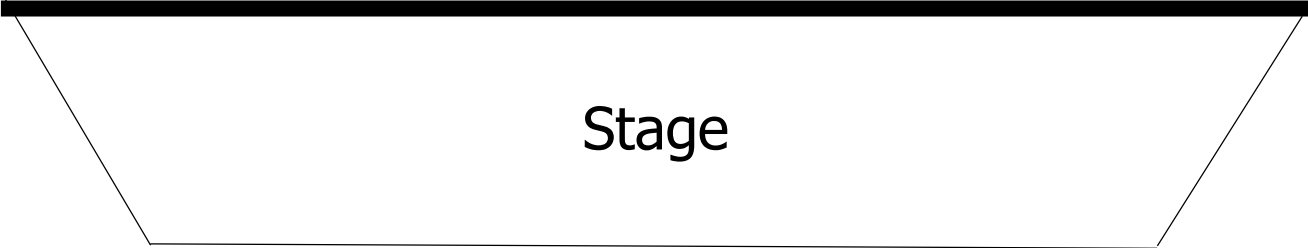
- Before your event, mark all items (refrigerated/frozen/pantry) with the name of your event
- Remove all items from your event from the refrigerator, freezer, and pantry
- Thoroughly clean and put away all dishes/utensils in their proper storage area
- Wipe down all countertops
- Sweep floors
- Remove your group's trash from the premises (trash bags can be put in the trash bins in the West parking lot)
- Put new trash bags in trash cans

VEHICLE

- Remove all trash from the vehicle
- Fill gas tank before returning
- Place key in "drop box" in the office foyer
- Report any vehicle damage or faulty equipment immediately by emailing courtneyzimmerman@abbc.org

KREEGER HALL

Black line represents curtain. Screen may be lowered at request. Room holds up to 200 people with no tables. Room may be divided in half at dashed line.



Stage



Sound Board

KREEGER HALL NORTH



KREEGER HALL SOUTH



Kitchen

WORSHIP CENTER

Room holds up to 600 people without tables... 320 with banquet tables.

Stage

Sound Board

Please use this page to diagram specific set-up for rooms other than Kreeger Hall or the Worship Center