

**First Baptist Church of Edmond, Oklahoma**  
**EFBC FACILITIES USE AGREEMENT**

Edmond’s First Baptist Church is committed to using its facilities to serve the needs of our congregation, honor the Lord, and extend His kingdom. Our first priority in scheduling facility use is congregational programs. Membership requests, organizations supported financially by our church, non-profit and community groups whose missions are compatible with EFBC’s follow in stated order.

Included in this policy are the following:

1. Steps to Facility Use Scheduling
2. Facilities/Services Available and Fees
3. Rules and Regulations
4. Facilities Use Request Form

**Section 1:**

**Steps to Facility Use Scheduling by Individuals/Non-Church Groups or Organizations**

1. Obtain a copy of “EFBC Facilities Use Agreement” from the church office or our website ([www.FBCedmond.org/resources](http://www.FBCedmond.org/resources)). Read it carefully, complete required information and schedule an appointment with a member of EFBC’s Administrative Staff by calling the church office (341-0253) which is available Monday - Thursday from 8:00 AM - 5:00 PM and Fridays from 8:00 AM to noon.
2. Meet with a member of EFBC’s Administrative Staff to review the “EFBC Facilities Use Agreement”, tour the facilities (if desired), estimate applicable fees and finalize the request.
3. The “EFBC Facilities Use Agreement” will be reviewed by the Church Staff during the weekly staff meeting. You will be contacted regarding approval. If approved, your event will be added to the Church Calendar and facilities will be reserved upon payment of the security deposit (50% of estimated fees).

**Section 2:**

**Facilities/Services Available and Fees**

Facilities Available	Member Fees	Organizations/Non-Members Fees
<b>Worship Center (Seat 2,000 with Sound, Video, &amp; Lighting Support)</b>		
FUNERAL	No Charge	\$ 300 (Negotiable)
WEDDING (2 Nights)	No Charge	\$ 750
Wedding Accessories	\$100	\$ 250
Wedding Consultant	\$150	\$ 250
Organist/Pianist	\$100	\$ 100
Sound/Lighting Technician	\$100	\$ 100
Custodian	\$ 80	\$ 80

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Facilities Available	Member Fees	Organizations/Non-Members Fees
<b>Worship Center (Seat 2,000 with Sound, Video, &amp; Lighting Support)</b>		
CONCERT	\$500	\$1,000
Sound/Lighting Technician	\$250	\$ 250
Security Personnel	\$ 25/Hour	\$ 25/Hour
Custodian	\$ 80	\$ 80
SPEAKING Engagement/Program	\$ 300	\$ 500
Sound/Lighting Technician	\$ 100	\$ 100
Custodian	\$ 80	\$ 80
Security (if required)	\$ 25/Hour	\$25/Hour
<b>Light Tower and/or Patio</b>		
RENTAL	No Charge	\$ 100
Custodian	\$ 80	\$ 80
<b>Fellowship Hall (3 Sections, with Sound &amp; Video Support, 80 at tables per section)</b>		
RENTAL	\$50 per Section	\$100 per Section
Custodian	\$ 80	\$ 80
Tablecloths	Paper: \$3.50; Linens: \$7.50	Paper: \$3.50; Linens: \$7.50
<b>Large Room in Student Life Center &amp; Choir Room (with Sound &amp; Video Support)</b>		
RENTAL	\$ 50	\$ 100
Custodian	\$ 80	\$ 80
<b>Large Rooms (No Sound or Video Support)</b>		
RENTAL	\$ 50	\$100
Custodian	\$ 80	\$ 80

***Note:** All of the above charges are for one-day, single use events, except weddings (2days). Fees for events of more than one day duration are calculated at 50% of one-day rate for room use and 100% for personnel/services per additional day.*

A deposit (50% of the estimated total cost associated with the event) must be paid before the event is added to Church Calendar and requested space is reserved. The balance is due at least (7) seven days before the event.

If a scheduled event does not occur, fees paid to EFBC will be refunded in full if EFBC has not incurred any expenses for the event. Any expenses incurred by the church will be deducted from the refund.

### **Section 3:** **Rules and Regulations**

- Reservations must be made at least (3) three weeks in advance.
- Anticipated media coverage must be arranged and approved in advance of the event.
- Special setup and/or decorations require preapproval.

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- The name of First Baptist Church, Edmond must not be used, either directly or implied, as an endorsement.
- Usage is restricted to the specific facilities approved on the “EFBC Facilities Use Agreement” form.
- Children and youth attendees must be supervised at all times by at least (2) two adult representatives of the event sponsors. They, like all other attendees, are restricted to areas specifically approved on the “EFBC Facilities Use Agreement” form.
- Use of EFBC equipment or Kitchen (including the coffee maker) must be arranged and approved in advance. Under no circumstances should church property be removed from church premises or moved from one area of the church to another without specific preapproval.
- Use of the piano, organ, hand bells or other music instruments must be approved by the Associate Pastor: Minister of Music. The organ may not be moved under any circumstances. The piano cannot be moved except with specific preapproval and then only by professional movers. The sponsoring organization must pay for moving and returning the piano to its regular location and for retuning the piano after each move.
- Sound and video equipment is available in most of our larger meeting rooms. However, the system must be operated by a trained member of our media staff and payment of an operator fee. No equipment is to be attached to the sound or video systems except by a member of our media staff and only with preapproval.
- Smoking or the use of alcoholic beverages is specifically forbidden on our campus, including the restrooms, corridors, entryways, parking lots or other exterior areas. Dancing, gambling or games of chance are also prohibited on church property.
- EFBC’s Food Service Staff may be available to provide catering services for events in our facilities by prearrangement, at least (2) two weeks in advance of the event. If an individual or group provides its own refreshments or if a private catering service is involved, the church kitchen, equipment, and supplies will not be available. Food, equipment, and supplies provided by individual, groups, or caterers should be brought to the church and removed from the premises between the “start time” and “end time” provided on the Facility Use Request.
- All persons and/or groups using our facilities are expected to exercise reasonable care and judgment to avoid defacement, damage or breakage. The person signing the Facility Use Request shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise refurbishing any part of the buildings and/or furnishings and equipment which in the judgment of the Church Administrator has been carelessly or irresponsibly subjected to more than normal wear and tear.
- The church is committed to maintaining a safe and secure environment with its facilities; however, no system is foolproof. We ask that users pay close attention to personal

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property and valuables and not leave them unattended. The church is not responsible for theft or damage to personal property.

- The church reserves the right to pre-empt any “EFBC Facilities Use Agreement” in case of funeral or other emergencies. Notice will be provided as early as possible.
- Individuals or groups using the facilities may be asked to provide a certificate of insurance warranting liability coverage in the amount of at least \$1,000,000 at least (7) seven days prior to the date upon which the individual or group begin use of the facilities. Furthermore, the individual or group using the facilities agree to hold harmless, indemnify and defend the Church, its agents, employees, and representatives from any and all liability or damage including, but not limited to, bodily injury, personal injury, emotional injury or property injury which may result from any person using the church’s facilities, its entrances and exits, and surrounding areas, regardless of whether such injury or damage results from the negligence of the church (including its agents, employees, and representatives, or others).

**Section 4:**

**Facilities Use Request Form (\* required)**

Name of Individual/Organization: \* \_\_\_\_\_

Responsible Person: \* \_\_\_\_\_

Address: \* \_\_\_\_\_ City\* \_\_\_\_\_ Zip\* \_\_\_\_\_

Day Phone: \* \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \* \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Day(s) of Week: [ ] Sunday [ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday [ ] Saturday

Facilities and Services Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe **in detail** the activity you want to schedule in our facility:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Demographic Target: (school-aged kids; senior adults; families; etc.): \_\_\_\_\_

\_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

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Is the "Responsible Person" (listed above) a member of EFBC?  Yes  No

If not, is an EFBC member associated with this event in a leadership role?  Yes  No

If yes, state the member's name and describe his/her involvement in this event:

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Will food or beverages be provided?  Yes  No

*(Note: Alcoholic beverages are not permitted on EFBC's campus.)*

Is there a cost to participants?  Yes  No If yes, please describe: \_\_\_\_\_

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Will products/services be offered for sale?  Yes  No If yes, please describe:

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Will corporate sponsorship recognition be involved (i.e. signs, displays, etc.)  Yes  No

If yes, please describe: \_\_\_\_\_

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I have read and agree to all stipulations of the EFBC FACILITIES AGREEMENT, including all stated fees. I am the responsible person and will assure that the EFBC FACILITIES AGREEMENT is observed and that fees are paid according to the agreement.

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Signature

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Date

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<b>FOR CHURCH USE IN CALCULATING FACILITY FEES:</b>			
<b>Facilities Available</b>	<b>Member Fees</b>	<b>Organizations/Non-Members Fees</b>	<b>Fee Calculation</b>
<b>Worship Center (Seat 2,000 with Sound, Video, &amp; Lighting Support)</b>			
Funeral	No Charge	\$ 300 (Negotiable)	
Wedding (2 Nights)	No Charge	\$ 750	
Wedding Accessories	\$100	\$ 250	
Wedding Consultant	\$150	\$ 250	
Organist/Pianist	\$100	\$ 100	
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Custodian	\$ 80	\$ 80	
Concert	\$500	\$1,000	
Sound/Lighting Technician	\$250	\$ 250	
Security Personnel	\$ 25/Hour	\$ 25/Hour	
Custodian	\$ 80	\$ 80	
Speaking Engagement /Program	\$ 300	\$ 500	
Sound/Lighting Technician	\$ 100	\$ 100	
Custodian	\$ 80	\$ 80	
Security (if required)	\$ 25/Hour	\$25/Hour	
<b>Light Tower and/or Patio</b>			
RENTAL	No Charge	\$ 100	
Custodian	\$ 80	\$ 80	
<b>Fellowship Hall (3 Sections, with Sound &amp; Video Support, 80 at tables per section)</b>			
RENTAL	\$50 per Section	\$100 per Section	
Custodian	\$ 80	\$ 80	
Tablecloths	Paper \$3.50; Linen \$7.50	Paper \$3.50; Linen \$7.50	
<b>Large Room, SLC &amp; Choir Room (with Sound &amp; Video Support)</b>			
RENTAL	\$ 50	\$ 100	
Custodian	\$ 80	\$ 80	
<b>Large Rooms (No Sound or Video Support)</b>			
RENTAL	\$ 50	\$100	
Custodian	\$ 80	\$ 80	

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Date Deposit Paid: \_\_\_\_\_ Date Balance Paid: \_\_\_\_\_