

APPLICATION FOR USE OF FACILITY/EQUIPMENT

Antioch Bible Baptist Church

TODAY'S DATE: _____ Contact Person: _____

ORGANIZATION: _____ Email Address: _____

Address: _____ City, State, Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Event Name/Purpose of Use: _____

Event Date: _____ Event Time: From _____ to _____

Set Up Date (if different): _____ Set Up Time: From _____ to _____

Clean Up Time: From _____ to _____

Room(s) and/or Equipment Desired: _____

Number Of People In Group: _____

ROOM SET UP/EQUIPMENT DESIRED:

_____ # of chairs	_____ Portable Projector (See pg. 5)	_____ Basketball Goal
_____ # of Round tables	_____ TV/VCR/DVD Player	_____ Volleyball Net
_____ # of Rectangle Tables	_____ PowerPoint (See pgs.4 & 5)	_____ Screen (See pg. 5)
_____ Lectern	_____ Mic/Sound (See pgs. 4 & 5)	_____ Grill/Smoker Combo
_____ Portable Sound System	_____ Other (Please specify) _____	

Please use the attached room layout forms (pgs. 7-9) to draw any specific setup requirements for the room(s) you are using.

Is the kitchen and/or kitchen supplies needed for this activity? ___Kitchen ___Kitchen Supplies ___Both ___Neither

Supplies requested/Purpose of use: _____

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. A \$50 fee is required for use of the kitchen. (See fee section, Page 4) *This does not allow for use of stoves or ovens for cooking.

Is a church vehicle needed for this activity (see guidelines below)? ___Yes ___No Number of people to transport _____

Destination: _____ Driver's Name: _____

Vehicle(s) requested: ___ Van (10 passenger max.) ___ Shuttle (24 passenger max.) ___ Bus (26-45 passengers)

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.

Is the grill/smoker combo being requested? ___Yes ___No

You must have completed grill/smoker training. You will be held responsible for transportation and cleaning of the grill/smoker.

I HAVE READ AND SIGNED THE ATTACHED HOLD HARMLESS AGREEMENT AND HAVE READ THE ATTACHED FACILITY USAGE AGREEMENT. SHOULD MY APPLICATION BE APPROVED, I ACCEPT THOSE RESPONSIBILITIES.

* Events WILL NOT be placed on the church calendar until applicable fees have been paid and application approved.

* If you need a tour of the facilities once reserved, please contact David Vos, Facilities Manager, at (816) 436-1649.

Signature Of Applicant: _____ Date: _____

Office Use Only:	Pastoral Approval _____
Date Returned _____	Facilities Manager Review _____
Church Calendar Open _____	Applicant notified _____

Antioch Bible Baptist Church

HOLD HARMLESS AGREEMENT

In consideration of the permit to use the Antioch Baptist Bible Church facilities hereinbefore described, the undersigned user hereby agrees to indemnify, defend and hold Antioch Bible Baptist Church harmless from and against any claims, actions or demands alleging that Antioch Bible Baptist Church has any liability to any third party arising from the subject use of the facilities. Antioch Bible Baptist Church is not liable for any direct, indirect, incidental, special or consequential damages, including loss of profits, revenue, data, or use or cost of procurement of substitute services or goods incurred by user or any third party, arising out of the use of the premises permitted herein. Such indemnity extends to Antioch Bible Baptist Church, its members, agents, employees, successors and assigns.

Name (Please Print): _____

Signature: _____ Date: _____

FACILITY 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 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 (Ex: Missions Conference)
- Facility Application 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.
- Facility availability: Monday-Friday from 8:30AM until 10PM; Saturday 8AM-3PM (Worship Center not available after 12 noon)
- Facilities are not available for use on Sundays and/or holidays.
- If facilities are needed past 10PM during the week, arrangements must be made at the time of booking, and may result in a surcharge for usage.
- 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 "Hold Harmless Agreement" shall be intentionally secured for all outside groups using the facility.

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.
- No beverages that are red in color may be served in the building
- 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.
- 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 or stage hooks 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.
- Lights are to be turned off.
- Report any damage to the building or equipment immediately to the Facilities Manager, David Vos at 816-678-5740.

KEY CARDS

- Upon application approval you need to make arrangements with the front desk receptionist to pick up a keycard for your activity.
- Keys will not be checked out to anyone under 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 that thru the Childcare Coordinator.
- Children brought to the church must be supervised at all times. No exceptions.

Questions may be directed to: Angie Trigg— 816-436-1649

FACILITY USAGE AGREEMENT (CONTINUED)

FEES — Building fees are waived for ABBC ministry events.*

Fees are to be paid with 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 prepaying all required 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 (DVD, PowerPoint, etc.): \$60 minimum for 2 hours. Each additional hour is \$25.

Sound Technician: \$60 minimum for 2 hours. Each additional hour is \$25.

Church equipment i.e. TV/VCR/DVD, projectors and screens is subject to availability and approval and must be included in the agreement. Additional fees may be assessed.

Building Fees: Non-Member Fees: \$100 usage fee for each event minimum 2 hours. Each additional hour is \$50.
Member Fees: \$ 50 usage fee for each event minimum 2 hours. Each additional hour is \$25.

*Building fees are waived for ministry events (Ex: ABF functions, church-wide bridal/baby showers, etc.).

Kitchen Usage Fee: \$50 for each event

*Kitchen usage fee waived for ministry events (Ex: ABF functions, church-wide bridal/baby showers, etc.).

Questions may be directed to: Angie Trigg— 816-436-1649

FACILITY USAGE AGREEMENT (CONTINUED)

AUDIO VISUAL EQUIPMENT USAGE

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 (DVD, PowerPoint, etc.): \$60 minimum for 2 hours. Each additional hour is \$25.

Sound Technician: \$60 minimum for 2 hours. Each additional hour is \$25.

Church equipment i.e. TV/VCR/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, PowerPoint files, etc.), you are encouraged to test these files on our system before your event. We cannot guarantee compatibility.

Our system requires that we use PowerPoint Viewer to display PowerPoint presentations. Please check with our office to confirm the version of PowerPoint Viewer we are currently running.

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 an 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: Angie Trigg— 816-436-1649

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.nkcsd.k12.mo.us/>)

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

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

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

Employees and Work Schedules

- The Office will be open unless the Executive Pastor determines that road conditions warrant closing the office. If that call is made, employees are not expected to report for work but will be paid their normal wages. This includes all fulltime and parttime employees with benefits. Communication will happen through the Inclement Weather Office Phone Tree.
- If the office is open and you make the decision not to report to work, a vacation day must be used. In the event that all vacation days are used, the day will be without pay.

Employees are urged to exercise their best judgment in evaluating driving conditions.

Saturday Activities

All Saturday activities will be evaluated and a decision made for cancellation by the Executive Pastor or a designated person assigned by the Executive Pastor. In the event that a Saturday activity is cancelled, communication 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, cancelling by the stated guidelines.

Worship Service

We will conduct Sunday morning Worship and activities unless weather conditions are extremely hazardous. Should conditions force the cancellation 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.abbc.org
- Recorded on the ABBC Phone Voice Mail 816-436-1649
- Local TV Stations:
 - o Channel 4 (Fox)
 - o Channel 5 (CBS)
 - o Channel 9 (ABC)
 - o Channel 41 (NBC)

KEY CARD ACCESS

The church desires for you to have a pleasant experience at your scheduled event and we also desire to provide a secure atmosphere for you and others using the facility. To this end, it is important that certain doors be locked prior to, during and after your event. It is important to understand that the premises are in a locked mode at all times except during Sunday and Wednesday services, therefore it is important for you to complete the following. If you choose to use a Key Card, you will need make arrangements with the receptionist to pick up the Key Card from her prior to your event.

Please review and check the following policies and choices. Your Key Card will only work during the hours you specify.

As a cardholder you are responsible for the card. The card must be returned immediately following your event. If the office is closed, there is a drop box in the office foyer to deposit the key. There is a replacement cost of twenty dollars (\$20) for lost cards. You are also responsible for turning off all lights prior to leaving.

Please check (✓) only one of the following options.

Option #1 _____

The doors will be programmed to automatically unlock and lock according to your desired schedule specified below:

NOTE: By choosing this option you are required to post a greeter in the lobby during all hours that the doors are unlocked. Most events only require doors be unlocked a maximum of 30 minutes prior event until 30 minutes after event begins.

Desired Opening Time: _____ A.M. / P.M.
Desired Locking Time: _____ A.M. / P.M.

Option #2 _____

By choosing this option you will be responsible for picking-up an access card at the reception desk during scheduled business hours prior to your event. The access card only allows you to enter the building: it will be necessary for you to let in all other parties that you have scheduled. The doors will remain locked but you will be able to leave at any time; you will only be able to get back in if the closing time specified below has not lapsed.

Entry Time: _____ A.M. / P.M.
Closing Time: _____ A.M. / P.M.

NOTE: Do you already have a key card in your possession? {Circle one} YES / NO

If yes – what is the number? _____

Your card will be programmed to meet your needs - it will not be necessary to pick-up another card.

Option #3 _____

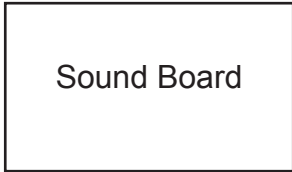
If using Kreeger Hall, the facilities team will need to unlock the doors according to your desired schedule specified below:

Desired Opening Time: _____ A.M. / P.M.
Desired Locking Time: _____ A.M. / P.M.

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



KREEGER HALL



KREEGER HALL NORTH



KREEGER HALL SOUTH

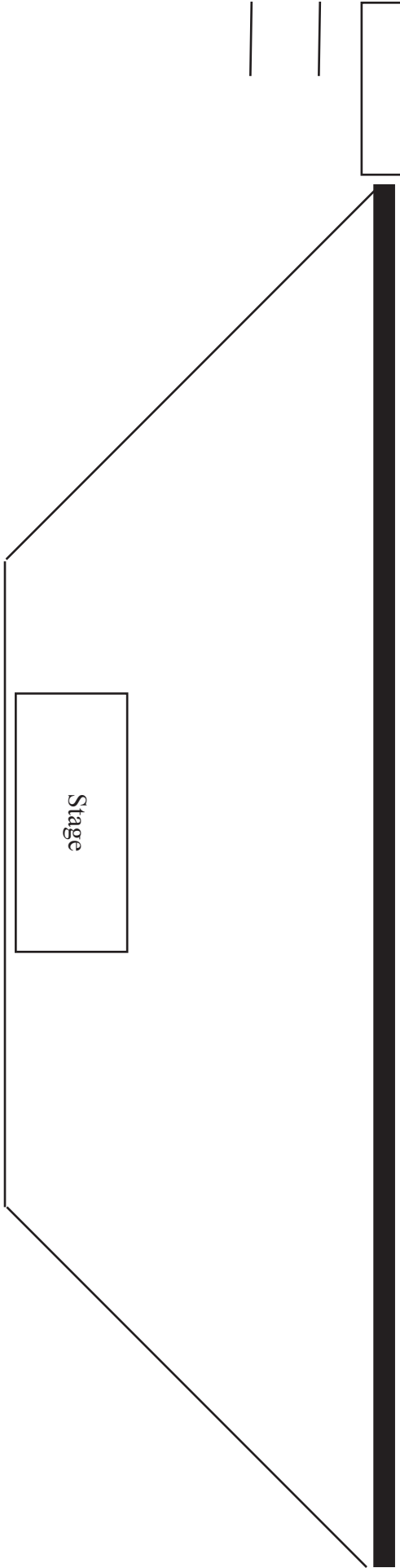


Kitchen

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

WORSHIP CENTER

Please choose where you would like to place the grand piano. It cannot be removed from the stage.



Sound Board



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