



POLICY FOR USE OF BUILDINGS AND FACILITIES

Please complete this form and submit to Stevens Street Baptist Church office. You will be contacted upon approval. Reservations will be accepted from adults only (Age 18 and older).

NOTE: Due to insurance and legal complexities associated with facility usage to outside organizations, reservation of this facility will generally be limited to the membership of Stevens Street Baptist Church.

Type of Event: \_\_\_\_\_ Is this a fundraiser?  Yes  No

Date & Starting Time of Event: \_\_\_\_\_

Access Time for room set-up: \_\_\_\_\_ Time event ends: \_\_\_\_\_ No later than 8:00 pm

Adult Representative Name: \_\_\_\_\_ Date: \_\_\_\_\_
Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Building Reservation (mark all applicable:) \*See Attached Campus Map

A \_\_\_\_\_ F \_\_\_\_\_ H \_\_\_\_\_ E \_\_\_\_\_ K \_\_\_\_\_ B102 \_\_\_\_\_ C102 \_\_\_\_\_

GA \_\_\_\_\_ GY \_\_\_\_\_ LRC \_\_\_\_\_ C-Wing \_\_\_\_\_

Set-Up\* (mark all applicable:)

\_\_\_\_\_ Sound/Video/Lights\*\* \_\_\_\_\_ Kitchen Access \_\_\_\_\_ Other (please specify)

Please indicate the number of each you will need:

\_\_\_\_\_ Round Tables \_\_\_\_\_ 8' Tables \_\_\_\_\_ Chairs

\*Set-up of room(s) is the responsibility of the requesting party. The church will assist with set-up where possible but is not responsible for room set-up of individual events.

\*\*Use of A/V equipment requires an approved tech and may require a fee for their services.

Special Requests: \_\_\_\_\_

For Office Use Only
Ministry Affiliation: \_\_\_\_\_ Approved Event:  Yes  No
Approval of Facilities Manager: \_\_\_\_\_ Contacted: \_\_\_\_\_
Approval of Administrator (Over 100): \_\_\_\_\_
Lisa Norsworthy – Publication \_\_\_\_\_ (lnorsworthy@stevensstreet.org)
Payment Received: Amount \$ \_\_\_\_\_ Date: \_\_\_\_\_

## Fees

1. There is no charge for **Stevens Street Baptist Church-sponsored events**.
2. For **Stevens Street Baptist Church members** requesting a personal/family event that is not church-related (i.e., birthday party, anniversary gathering, family reunion, showers, etc.), there is no charge. **The Responsible person agrees to leave the premises in good condition, cleaning up after the event, picking up and disposing of all trash.** Such events may not be scheduled more than 8 weeks prior to the event date.
3. Usage of the facility is reserved for non-profit organizations only.
4. There will be no fee for **Non-Stevens Street Baptist Church Organizations** allowed to use the facility that are directly supported by the Stevens Street Baptist Church budget.
5. For other **Non-Stevens Street Baptist Church Organizations** requesting use of the facility for a non-profit event, the following rates apply: **(Sanctuary \$200.00 / Fellowship Hall \$100.00 / All Other Areas \$75.00) For events requiring a Stevens Street Baptist Church representative to be here after office hours or on weekends there will be an additional Director Fee of \$150.00.** Such events may not be scheduled more than 8 weeks prior to the event date. All day event requests or events using more than one section of the facility may require additional fees.
6. Payment of fees should be rendered with the completed Facility Use Agreement. Events will **not** be scheduled until the Facility Use Agreement and fees are submitted and approved. Checks should be made payable to Stevens Street Baptist Church. Facility Use Agreement and payment may be submitted to the church office or mailed to 269 S. Willow Ave., Suite E, Cookeville, TN 38501. Non-Stevens Street Baptist Church organizations will also be required to submit a Certificate of Insurance listing Stevens Street Baptist Church as an additional insured party.
7. Written cancellation or request for a later date is required two (2) weeks prior to the event date.
8. All Stevens Street Baptist Church-related events will take precedence for use of the Facility. If unforeseen circumstances cause Stevens Street Baptist Church to deny use of the Facility after any fees have been received, the entire amount will be returned.

## Agreement

This agreement is made and entered into on \_\_\_\_\_, 20\_\_\_\_, by and between Stevens Street Baptist Church and \_\_\_\_\_ (Responsible Person).

In consideration of Stevens Street Baptist Church allowing the Responsible Person to use the Facility, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Responsible person will pay the required fee outlined above.
2. Responsible person agrees to identify and hold harmless Stevens Street Baptist Church for and from any and all claims of every nature whatsoever for personal injury and damages to property owned by Stevens Street Baptist Church arising out of the use of the Facility.
3. Responsible person agrees to assume all liability for supervision of activities and safety of participants for the duration of the Facility Use Agreement. **If required**, Responsible person further agrees to procure and to cause to remain in full force and effect adequate liability insurance coverage regarding event activities on Stevens Street Baptist Church property, said liability insurance to be in the minimum amount of \$1,000,000 per occurrence. Same shall provide that Stevens Street Baptist Church be an additional named insured thereunder. Responsible person shall furnish to Stevens

Street Baptist Church a Certificate of Insurance in compliance with the above stated requirements when submitting this request.

4. Responsible person further agrees that in conducting activities on property of Stevens Street Baptist Church that it shall for itself, its agents, employees and participants at all times be subject to and adhere to all Rules and Regulations of Stevens Street Baptist Church.
5. In the event any action is brought against Stevens Street Baptist Church by any person for injuries or damages occasioned on Stevens Street Baptist Church property and/or resulting from this event, in addition to the provisions hereinabove set forth, Responsible person agrees to be liable for and indemnify Stevens Street Baptist Church from any and all expenses incurred in defending said action and to pay all costs and/or judgments which ultimately might be assessed or adjudged against Stevens Street Baptist Church, which are in excess of the liability insurance coverage hereinabove provided.

### **Rules and Regulations**

1. The Facility usage is in “as is” condition. This is a Church, so your conduct should be in a manner appropriate to the environment you are visiting.
2. The responsible person agrees to pay for any damages inflicted upon the Facility or equipment as a result of use of the Facility. Use all equipment for the specific purpose they were made.
3. Live animals, recreational blowups, roller skates, water toys, piñatas, or any other type of equipment ***are not permitted.***
4. If there are any special requests, please note on this form.
5. No decorations will be attached to or suspended from the ceiling; nor will nails, tacks, tape or staples be used on walls or woodwork.
6. The Facility and surrounding areas will be cleaned and all equipment returned to its proper place before departure following event. The Responsible person agrees to leave the premises in good condition, picking up and disposing of all trash.
7. Shirts and shoes, along with other appropriate apparel, will be worn at all times.
8. The responsible person is responsible for supervising all children on the premises, as well as the safety and appropriateness of all activities conducted on the premises.
9. Absolutely no alcohol or drugs will be allowed in the Facility or surrounding areas at any time.
10. Vehicles will be parked in designated parking areas only.
11. A representative from Stevens Street Baptist Church **may** supervise the event. This individual has authority to make all decisions concerning use of the Facility. Please respect this individual and follow their instructions.
12. Stevens Street Baptist Church in conjunction with local authorities reserves the right to terminate any event if the activities are deemed unlawful or harmful.
13. Stevens Street Baptist Church reserves the right to alter or change the Rules and Regulations of the Facility at any time for the good of the Church and its ministry to the community.

Signature of Responsible Person: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*For any changes or cancellations, please contact Teresa Sliger immediately at (931) 526-6298 or [tsliger@stevensstreet.org](mailto:tsliger@stevensstreet.org).\*\***

FRANKLIN AVENUE

WILLOW AVENUE

Short Street Suites

Additional Parking

Parking Lot 6

Church Offices

H

SHORT STREET

L  
Care Center

Parking Lot 7

A  
Sanctuary

Parking Lot 4

Parking Lot 5

GA | GY  
Adult Life Groups | Student Center



Information Center

B  
Preschool

C  
1st- SPA  
2nd- Children

Main Entrance

Playground

Parking Lot 8

D  
LRC

Handicap & Senior Adult Parking Lot 2

E  
Adult LifeGroups

Prayer Garden

F  
Fellowship Hall

Handicap & Senior Adult Parking Lot 3

W. STEVENS STREET

Parking Lot 9

Main Parking Lot 1



Stevens Street Baptist Church | Worship Mature Serve