

**AGREEMENT FOR THE USE OF BLACK ROCK CHURCH FACILITIES**

This agreement by and between Black Rock Church, 3685 Black Rock Tpke, Fairfield, CT 06825, (Owner) and “User” will be in effect on 00/00/00

Whereas Owner owns the facility at 3685 Black Rock Tpke, Fairfield, CT, and User desires to use the facility for the purpose of “Event Type” and whereby Owner has agreed to allow use of the facility provided that the following terms and conditions are met.

IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES: Owner hereby agrees to let User use the above described facility on Day, Month & Year

“Name” is the contact person for the User

Telephone:

Email:

1. User agrees to pay Owner \$\$\$ for the use of the facility. Should the hours of use exceed the time listed above, the User agrees to pay an additional fee based on the Owner’s published rates.
2. User agrees to abide by any rules for the use of the facility which are so attached.
3. User promises and warrants that it carries liability and medical payments insurance of at least \$1,000,000.00 and will name the Owner as an Additional Insured on User’s policy and will provide a Certificate of Insurance to the Owner prior to use of the facility.
4. User agrees to hold harmless, indemnify and defend Owner, its employees or agents from all claims, demands, suits, damages, judgment of sums of money, losses and expenses including but not limited to attorney’s fees and costs arising out of the use of the Owner’s facility, its entrances and exits, and surrounding areas for User’s purposes and as further outlined in the terms of this agreement, provided that any such claims (i) are attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible property including the loss of use resulting therefrom; and (ii) are caused in whole or part by any act of omission of the User regardless of whether or not they are caused in part by a party identified hereunder. User also disclaims that Owner has no authority to control workers, children, or activities of User.
5. If the user wants to use Black Rock Church’s name on flyers, posters and yard signs, all of these need to be approved by the church before they are produced. Failure will result in a \$500 fine.
6. User agrees to be responsible for preparing for use and returning to pre-use condition all areas of the facility which User will use, including entrances and exits.
7. User agrees to a visual inspection of the facility, including entrances and exits, prior to each use, and warrants that the facility will be used only if it is in a safe and non-hazardous condition.
8. Owner shall have the sole right to cancel use of the Facility in the case of inclement weather or any other condition deemed to be unsafe.
9. This agreement may be cancelled by either party up to 14 days before the scheduled use.

Dated this date day of Month & Year

\_\_\_\_\_  
Authorized User



BRC Executive Director

Deposit Due: \$50

Rooms: The Hub \$100

Event Timing: 1:00 p.m. - 4:00 p.m.

Setup/Tear down: ½ hour before, ½ hour after (12:30 - 4:30)

Custodial Fees: \$140 (4 hours @ \$35 per hour)

Tech Info & Fees: @ \$75 an hour

Total Costs: \$240

Setup, Equipment/Chairs/Tables:

## Black Rock Church Facilities Use Policy

### Purpose of Facilities

God has richly blessed Black Rock Church with beautiful facilities for its mission and purpose. The primary purpose of these facilities is to provide a place for the worship of God, a place where people can learn to be Christ-followers and know His will for their lives, a place where we can connect with our surrounding communities, and a place to enjoy Christian fellowship.

Two principles guide BRC in the use of its facilities:

1. The buildings do not belong to any group, individual, or even the congregation. They belong to God. He has entrusted us with the use of these facilities and they must be maintained and cared for in a manner that would please the Lord.
2. As stewards, God does not want us to keep the facilities only to ourselves. He wants us to share them with others to advance the Kingdom of God and help transform lives.

With these principles in mind, the following guidelines apply:

1. Activities of BRC take precedence over all other activities.
2. Use of church facilities may be requested by church members and regular attenders for weddings or funerals. Custodial fees may be applicable.
3. Individual use for functions such as birthday parties, anniversaries, etc. is not permitted.
4. Use of the café is not permitted.
5. Paper products, plastic silverware, etc., must be provided by the group requesting use of the church facilities.
6. Church facilities may be used by outside groups which are non-political and non-profit 501c3 organizations and whose charters and missions are compatible with those of BRC. Fees will be determined based on fair market value for like facilities.
7. Other churches or schools in Fairfield may request to use Church facilities but must demonstrate that they do not have facilities of their own to accommodate the program or activity being requested.
8. Outside groups using church facilities will be responsible for custodial expense and payment for any damages incurred during their activity.
9. Outside groups must demonstrate adequate liability insurance by submitting a certificate of insurance prior to use of the Church facilities.
10. BRC chairs, tables, etc. are not available for use off premises.
11. BRC vehicles are not available for use by BRC members/attenders/outside
12. User is responsible for attaining licensing for all AV content and streaming licensing if necessary.

## **Other provisions:**

1. No alcoholic beverages are allowed on the premises.
2. Smoking is not permitted on the premises.
3. A responsible person will be required to complete a Building Condition Checklist after use of the facility. Failure to leave the facility in a satisfactory condition will result in the loss of future use. If damage occurs during use by an outside group, they will be responsible for the cost of repair.
4. A BRC staff member or authorized church member must be onsite during each activity and will be responsible for opening and closing the building. Any request for use of the facilities outside of normal operating hours (M-F, 9AM-5PM), will require a custodian to open and close the building and to be onsite for the duration of the event. A custodian may be requested at the rates specified herein.
5. The use of Black Rock Church's name on any signs, flyers and publications for rental events needs to be approved by the church before they are produced. We want to protect from any reference that Black Rock is hosting the rental and make it clear that it is a rental. Please note that it might take 2-4 business days for approval.

## **Reservations & Cancellations**

1. The Church office is open Monday-Friday, 9AM to 5PM.
2. Requests for use of the facilities are processed by the Business Office and must be submitted by completing a Facilities Use Request form.
3. All requests must be approved by the Executive Director.
4. Activities will be scheduled on the church calendar only after approval is given.
5. Requests will be honored on a first come, first served basis with priority given to BRC members.
6. Fees, if applicable, must be paid in full prior to any activity.
7. Outside groups requesting use of BRCC facilities in which children or youth will be involved, must provide proof that their organization has written Prevention of Children and Youth Security policies in place and that they are being adhered to before facility use may be granted.
8. The Board of Elders may, at their discretion, cancel previously approved reservations as they deem appropriate.

## **Insurance**

Organizations not classified as outreach ministries of BRC who use the church's facilities shall have a public liability insurance policy with a minimum \$1,000,000 limit of liability coverage, and premises medical coverage of a minimum of \$5,000 per person. BRCC must be named as an "additional insured" on the user's policy and a certificate of insurance must be in place prior to any use.

## **Fee & Deposit Schedule**

The fees shown below include utilities and use of equipment. When labor for set-up, take-down or clean up is required, a custodial fee will be charged. Fees are subject to the approval of F&P.

Custodial services are billed at \$35 per hour with a minimum of 4 hours.

Saturday events ending after 6pm may require a second custodian. This fee ranges from \$30-50 per hour depending on the timing of the event and the number of people.

**FEE & DEPOSIT SCHEDULE FOR NON-BRCC MEMBERS**

	Fee	Deposit (non-refundable)
Woodruff Hall	\$350	\$200 (24-60 in. tables w/8chairs)
Woodruff Hall w/Kitchen	\$450	\$200
Kitchen	\$200	\$150
Next Steps Room & The Barn	\$200	\$75 (10-6ft tables w/8chairs)
Classroom (each	\$100	\$50
Gathering Room	\$300	\$100 (8-60inch round tables)
Worship Center		
Full Day/4+ hours	\$800	\$400 (950 stadium seats)
Half Day/Under 4	\$500	\$200
Use of AV (requires staff)	\$60/hour	\$100
The Hub	\$150	\$50 (4-60inch round tables)

**FEE & DEPOSIT SCHEDULE FOR BRCC MEMBERS FOR EVENTS  
(Does Not Include Weddings Or Funerals)**

	Fee	Deposit (non-refundable)
Woodruff Hall	\$125	\$50
Woodruff Hall w/Kitchen	\$175	\$75
Kitchen	\$100	\$50
Next Steps Room & The Barn	\$50	\$25
Classroom	\$50	\$25
Gathering Room	\$100	\$50
Worship Center	\$500	\$250
Use of AV (requires staff)	\$60/hour	\$100

**Facility Request Room Set-up Form**

Submitted By: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Ministry/Department: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Room(s) Needed: \_\_\_\_\_

Equipment Needed: (Please check off what you need)

Room Setup Needs:

5' Round Tables (Seats 8-9): \_\_\_\_\_ How Many: \_\_\_\_\_

6' Rectangular Tables (Seats 8): \_\_\_\_\_ How Many: \_\_\_\_\_

8' Rectangular Tables (Seat 10): \_\_\_\_\_ How Many: \_\_\_\_\_  
(Woodruff Only)

Chairs: \_\_\_\_\_ How Many: \_\_\_\_\_

Diagram of Room Set-Up

(Please draw diagram showing location and number of chairs and tables as you wish to have the room set-up)

For Office Use Only

Approved and Scheduled

Not Approved

Authorized Signature: \_\_\_\_\_

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

