

Peninsula Baptist Church

Facilities Use Policy and Forms

APPROVED

3/20/2023

Ephesians 1:22-23 And He put all things under His feet, and gave Him to be head over all things to the church, (23) which is His body, the fullness of Him who fills all in all.

This policy provides rules for the use of PENINSULA BAPTIST CHURCH (PBC) facilities for other than PBC meetings and fellowship.

The church building at 23802 Pacific Highway 103, Ocean Park, WA 98640 is not the Church. The Church is the body of Christ that meets there. The building is an asset that needs to be managed carefully with good stewardship. PBC leadership may decide to allow outside organizations to use the PBC facilities and may request that costs of such use be born by those organizations.

Applying for facilities use. Potential Tenants shall carefully read the guidelines and procedures outlined in this policy. They shall submit the form attached to this policy by mail or hand deliver it to the church office at PBC. The PBC administrative staff will let you know if your request has been approved or declined and respond to special terms and conditions within 10 days.

Certificate of insurance. PBC requires a certificate of insurance from the Tenant's insurance company. It must state that the Tenant has his/her own medical and liability coverage and that the Tenant's insurance is primary. This places the responsibility on the Tenant's carrier for the stipulated limits of the agreement. The certificate of insurance must be current for each use of our facility. (Your insurance agent should be happy to send us a certificate of insurance.) It must contain a statement and certification equivalent to the following:

The Tenant agrees to hold harmless, indemnify and defend PENINSULA BAPTIST CHURCH (PBC) including PBC's agents, employees, and representatives from any and all liability for injury or damage including but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for Tenant's purposes, regardless of whether such injury or damage results from the negligence of PBC or otherwise.

The Certificate of Insurance shall be at least \$5,000,000.

Security deposit and fees. See the PBC Facilities Use Agreement Form for the fee schedule. Ministry groups from churches, para-church, non-profits, not-for-profits, and other organizations may request a cost reduction or waiver of some or all fees. Such requests should be in writing and submitted along with the PBC Facilities Use Agreement Form.

Plan ahead. A certificate of insurance and security deposit are required two weeks prior to the date of use.

Capacity. The legal capacity for the main auditorium is 250. The maximum capacity of the fellowship hall is 99. Under no circumstances shall these capacities be exceeded. Other areas are equipped with video capability and can be rented and used as overflow if needed. See the fee schedule.

Availability. The facility is typically available Monday 8 a.m. through Saturday 4 p.m. Needs outside this time period require special arrangements, specifically but not limited to custodial service. Please contact the PBC administrative staff to determine if an accommodation can be made.

Tenant cancellation. PBC's cancellation policy is intended to be flexible. Once the PBC Facilities Use Agreement Form is signed, if the Tenant must cancel due to unforeseen circumstances, PBC requires three business days' notice. Depending on the reason, PBC may choose to withhold some or all of the Tenant's security deposit and may bill the tenant for preparation expenditures.

PBC cancellation. Once the PBC Facilities Use Agreement Form is signed, PBC reserves the right to cancel the agreement and refund, in full, any fees paid in advance. Every effort will be made to reach a scheduling accommodation that is acceptable to the Tenant and PBC. PBC will notify the Tenant as soon as a cancellation decision is reached. PBC considers such a possibility extremely unlikely. In such an event the Tenant shall not sue PBC for damages due to an unforeseen cancellation.

Arrival. Arrival time shall be before 4 p.m. unless other arrangements with the administrative staff have been made. The Tenant should inspect the facility on the date of use and note any damage. If the Tenant is delayed, please call the church office at (360) 665-5060 immediately. If after office hours (Monday through Thursday 9 a.m. to 4 p.m.), call the following emergency contact number: Chris Garrison 503-550-1965.

First aid supplies. The Tenant shall provide his/her own first aid supplies. During the facility orientation the Tenant will be shown the location of PBC's supplies including the Automatic Electronic Defibrillator (AED) which can be used in case of an emergency. If an event occurs, the Tenant shall complete an incident report in accordance with PBC Policy and will be billed for replenishment of any PBC supplies used.

Vehicles and parking. Parking is available off street. Please don't park on the lawn. Use the paved and gravel areas only. Parking in the disabled spaces is not permitted without a valid state-issued permit except those spaces labeled "Sundays Only." Vehicles are to not exceed 5 mph when on PBC property.

Luggage and equipment. Inside the facility, hallways and entryways must be kept clear of luggage and equipment at all times for safe access and egress. Therefore, the Tenant shall store all luggage and equipment out of the path of doorways, entryways, and hallways. Outside the church, the Tenant shall store luggage and equipment against the walls. Do not leave obstructions on the sidewalks, driveway areas, and so on.

Check out. All rooms and grounds shall be returned to their original condition prior to the Tenant vacating the facility. Upon the Tenant's arrival, please ask for the location of the cleaning supplies. Be sure to allow adequate time for cleaning. Report any damage to the Facility Host.

Cleaning checklist. The following checklist may be used as your cleanup guide:

1. Obtain cleaning supplies and equipment from the designated custodial closet.
2. Pick up all trash in rooms, hallways, and outdoors and place in the outside garbage can in the shed.
3. (Be sure the garbage can lid is closed securely since local wildlife will ravage exposed garbage.)
4. Put tables, chairs, and other furniture back in original places.
5. Sweep, vacuum, or mop all rooms that were used.
6. Clean all restrooms that were used.
7. Return cleaning supplies and equipment to the custodial closet.

Alternatively, for an additional fee, custodial service may be arranged. Contact the PBC administrative staff.

NOTE: If PBC must clean the facility in order to return it to its original condition, PBC reserves the right to not only keep the security deposit but to also charge and bill additional prorated daily rental fees for the time required to make the facility useful again.

On departure. Complete the following items:

1. Report missing equipment and any damages to the PBC Facility Host or administrative assistant.
2. Turn off all lights. Close and lock all windows and doors.

Supervision. It is the Tenant's responsibility to see that all activities are conducted in a safe and legal manner and are carefully supervised with responsible leaders in attendance. At no time are there to be less than two adults supervising children or youth activities.

Standards of conduct. The PBC church building is a private facility dedicated to use for religious purposes. It shall not be used for purposes that conflict with PBC's Statement of Faith. Conduct that does not contribute to the building up of individual and community's Christian character is out of place. The possession or use of tobacco products, alcoholic beverages, marijuana or marijuana products, illegal drugs, fireworks, firearms, profanity, and abusive or lewd behavior is strictly prohibited on the property of PBC.

Do not discharge any type of missile or projectile by any means (such as but not limited to slingshots, bows, catapults, or pellet guns). At no time is any activity that violates federal, state, county, or city ordinances permitted.

Open fires are strictly prohibited on the property of PBC. Candelabra are permitted with the use of dripless candles only. PBC will bill the Tenant for cleanup of wax stains.

Throwing or kicking of balls or equipment of any kind against the walls, ceilings, or any surfaces of the facility is not permitted.

Do not apply staples, tape, glue, or any adhesive on the surfaces of walls, doors, windows, and so on. (Special purpose hangers, e.g. Command Strips, may be used if necessary provided that they do not mar finishes when removed. Please coordinate with the custodian.)

Prior approval is necessary if food or drink is to be included in your event. Document this in the special terms portion of the PBC Facilities Use Agreement Form. Charges for cleanup of stains or replacement of damaged flooring will be billed to the Tenant.

PBC will not be held responsible for personal items of any kind brought to the church, nor will PBC be liable for such items if lost, stolen, or damaged in any manner.

PBC is a part of the surrounding community. Please respect our neighbors. All outside activities are to be conducted between the hours of 8 a.m. to 10 p.m.

No equipment belonging to PBC (such as stereo systems, TVs, VCRs, sound equipment, and so on) is to be used without prior approval. Any damage is the responsibility of the Tenant. Costs involved for repairs will be cause for forfeiture of the security deposit. If the amount of repair exceeds the deposit, the Tenant will be held liable and billed for repairs.

Tenants and guests are to be fully clothed when in the halls and public areas.

The kitchen and its equipment are not available to any Tenant unless documented in the special terms and conditions of the PBC Facilities Use Agreement Form. If the kitchen is to be used, a member of the PBC kitchen staff must be in attendance. Please coordinate these needs with the PBC administrative staff who will contact the Kitchen Coordinator.

Assignment of rights. PBC is contracting with the Tenant only. The Tenant agrees that he/she will not assign any of his/her rights under this agreement to any other entity and any such Tenant agrees to hold harmless, indemnify and defend PENINSULA BAPTIST CHURCH (PBC) including PBC's agents, employees, and representatives from any and all liability for injury or damage including but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for Tenant's purposes, regardless of whether such injury or damage results from the negligence of PBC or otherwise assignment will void this agreement at the sole option of PBC.

Authority. The Facility Host does not have the authority to change or modify provisions defined in this document. Requests for deviation should be submitted with the PBC Facilities Use Agreement Form and can affect whether or not the application will be approved.

Access. PBC reserves the right to enter the facility at any time. PBC does not grant exclusive use of the property to the Tenant. Staff offices, audio visual booths and computer equipment, locked closets, and utility areas are off limits to Tenants and guests.

Peninsula Baptist Church

Facilities Use Agreement Form

This applies to the facilities of Peninsula Baptist Church Located at:

23802 Pacific Highway 103, Ocean Park, WA 98640, PO Box 509

Tel. 360-655-5060

Email: info@pbchome.org

Date of Application 10/5/2023

Name of Applicant/Tenant Darian Johnson

Mailing Address of Applicant/Tenant 7013 Sandridge Rd. Long Beach, WA 98631

Contact Person Name/Phone/email Darian Johnson, 360.642.9300 ext. 2649
dsheldon@co.pacific.wa.us

Title/Official Capacity Housing Program Manager

Specify Dates and Time Periods of Proposed Use 11/15/2023. 9am - 4pm

Anticipated Attendance Numbers for Each Date 100

Type of Activity Resource Fair

Peninsula Baptist Church

Facilities Use Agreement Form (Contd.)

Fee	Rate	Use	Total
Security deposit (potentially refundable)	\$ 500	---	\$500
Auditorium	\$150/day	days	
Fellowship hall	\$100/day	1 days	\$100
Additional rooms	\$25/room/day	rooms days	
Chair and table set up/tear down	\$50/set up & tear down	\$50*	\$50
Custodial	\$50 orientation & close out inspection	\$50	**
Custodial support – may be available at sole discretion of the custodian (4-hour minimum)	\$25/hour	4 hours	\$100
Sound/video tech support – may be available at sole discretion of support personnel (4-hour minimum)	\$25/hour	hours	
Facilities Host (4-hour minimum)	\$25/hour	hours	
Kitchen staff (4-hour minimum)	\$25/hour	hours	
Total Due	-----	-----	\$750 \$650

Security deposit is due with PBC Facilities Use Agreement Form. Balance is due 10 days prior to event. Security deposit will be refunded if the facility is returned in the same condition as it was rented. Costs to repair damages will be deducted from security deposit and excess will be billed to applicant.

* \$50 minimum plus \$50 for each additional set up/tear down

** May be waived if support can be negotiated with the custodian

GENERAL NOTE: Ministry groups from churches, para-church, non-profits, not-for-profits, and other organizations may request a cost reduction or waiver of some or all fees. Such requests should be in writing and submitted along with the PBC Facilities Use Agreement Form.

Peninsula Baptist Church

Facilities Use Agreement Form (Contd.)

Certification(s). The applicant/Tenant has read and agrees to abide by the requirements and standards of conduct documented in the PBC Facilities Use Policy. The applicant/Tenant understands that this agreement is his/her responsibility and that he/she may not assign rights under this agreement to any other entity or individual. The applicant/Tenant also agrees to pay for damages to PBC property occurring during the period documented under this agreement.

The Tenant agrees to hold harmless, indemnify and defend PENINSULA BAPTIST CHURCH (PBC) including PBC's agents, employees, and representatives from any and all liability for injury or damage incurred during the Tenant's use of PBC facilities under the terms of this agreement.

Special Terms. Please include special needs or requests/terms and conditions on attached sheet.

The Tenant has read and understands the PBC Statement of Faith and agrees that they will not use the facility in any manner that is inconsistent with that Statement. KL (Initials)

The Tenant Agrees to Pay PBC \$ 200 250⁰⁰ KOL by 11/1/2023 (Date)

Tenant Signature and Date Katie Lindstrom 10/5/2023

Printed Name Katie Lindstrom

Title (if applicable) Director

PBC Approval of Request Yes _____ No _____

Rationale (if applicable) _____

Response to Special Terms _____

PBC Administrative Staff Signature _____ Date _____

Attach Certificate of Insurance