

Today's Date _____ Name and/or Ministry Hosting Event _____

Contact Person _____ Phone # _____

Email Address _____

Address _____ City, State, ZIP _____

EVENT DETAILS

Event Name/Purpose of Use _____

Event Date _____ Start Time _____ End Time _____

Set up Date *(if different)* _____ Set up Time _____ to _____ Clean up Time _____ to _____

Number of People in Group _____ Church Wide Event? Yes No Open House? Yes No

ROOM REQUEST

Room(s) Requesting _____

ROOM SET UP *(Provide a diagram of the room set up on the attached page(s))*

Chairs # _____ Round Tables # _____ Rectangle Tables # _____ Lectern

EQUIPMENT REQUEST

TV/DVD/Blu-ray Player PowerPoint *(Tech Required)* Mic/Sound *(Tech Required)* Screen

Basketball Goal Volleyball Net Grill/Smoker Combo

Other _____

KITCHEN AND/OR KITCHEN SUPPLIES

Kitchen - Name of person using this resource _____

Kitchen Supplies *(Available for ABBC Church Events Only)*

Plates Napkins Cups Plastic Silverware Coffee Sugar/Creamer

Other _____

VEHICLE REQUEST

Van *(10 Passenger Max)* Shuttle *(24 passenger max)* Bus *(26-45 passengers)*

Number of people to transport _____ Destination _____

Driver's Name _____

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

Antioch Bible Baptist Church

HOLD HARMLESS AGREEMENT

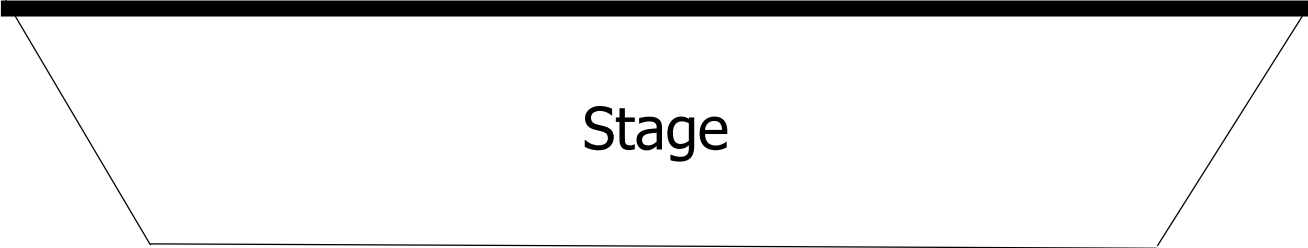
In consideration of the permit to use the Antioch Bible Baptist Church facilities hereinbefore described, the undersigned user hereby agrees to indemnify, defend and hold Antioch Bible Baptist Church harmless from and against any claims, actions or demands alleging that Antioch Bible Baptist Church has 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 _____

KREEGER HALL

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



Sound Board

KREEGER HALL NORTH



KREEGER HALL SOUTH



Kitchen

WORSHIP CENTER

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

Stage

Sound Board

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

USAGE FEES

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 pre-paying all required fees.

Building Fees

- Member Fees - \$50 (minimum 2 hours) - \$25 each additional hour.
- Non-member fees - \$100 (minimum 2 hours) - \$50 each additional hour.
- Building Fees are waived for ABBC ministry events (*i.e. Antioch Group functions, church-wide bridal/baby showers, etc.*)

Equipment Fees

- Visual technician* - \$60 (minimum 2 hours) - Each additional hour - \$25
- Sound technician* - \$60 (minimum 2 hours) - Each additional hour - \$25

**Depending on the availability of qualified technicians, this option may not be available*

Kitchen Fees

- \$50 for each event ***This does not allow for use of stoves or ovens for cooking***
- Kitchen Fees are waived for ABBC ministry events (*i.e. Antioch Group functions, church-wide bridal/baby showers, etc.*)

Facilities Team Fee

- \$15/hour (minimum 2 hours)
- A member of the facilities staff must be present during all non-ABBC ministry events scheduled in the evening. A mandatory \$15/hour facilities team fee will be applied to these events.

FACILITY AVAILABILITY

- Monday-Friday from 8:30 am - 10:00 pm
- Saturday from 8:00 am - 3:00 pm (**Worship Center is not available after 12:00 pm**)
- Facilities are not available for use on Sundays and/or holidays.
- If facilities are needed past 10:00 pm during the week, arrangements must be made at the time of the booking, and may result in a surcharge for usage.

Questions may be directed to Carolyn Hewitt – 816.436.1649 or carolynhewitt@abbc.org

FACILITY/VEHICLE 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/VEHICLE 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 (i.e. Missions Conference).
- Application for Facility/Vehicle Usage 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.
- 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.
- 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.
- 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.

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. This includes both inside and outside of the building.
- 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.
- Nothing is to be attached in any way to the sound panels on the Worship Center walls.
- 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. A facilities team member will be on site to assist by setting up/taking down furniture and removing trash.
- Lights are to be turned off.
- Report any damage to the building or equipment immediately to the Facilities Manager at 816.305.8676.

DOOR PROGRAMMING/KEY CARDS

- Upon application approval doors will be programmed to unlock 30 minutes prior to your event and lock 30 minutes after your event begins. If you need to enter the building earlier, please make arrangements with the front desk receptionist to pick up a keycard for your activity.
- Keys will only be checked out to members over 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 through the Early Education Director.
- Children brought to the church must be supervised at all times. No exceptions.

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.nkcschools.org/>).

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

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

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

SATURDAY ACTIVITIES

All Saturday activities will be evaluated and a decision made for cancelation by the Executive Pastor or a designated person assigned by the Executive Pastor. In the event that a Saturday activity is canceled, communications 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, canceling by the stated guidelines.

WORSHIP SERVICE

We will conduct Sunday morning Worship and activities unless weather conditions are extremely hazardous. Should conditions force the cancelation 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.antiochbbc.org.
- Recorded on the ABBC Phone Voicemail – 816.436.1649.
- Local TV stations:
 - Channel 4 (Fox)
 - Channel 5 (CBS)
 - Channel 9 (ABC)
 - Channel 41 (NBC)