

FORT FOOTE BAPTIST CHURCH

**AGREEMENT FOR THE USE OF THE SANCTUARY,
FELLOWSHIP HALL OR MEETING ROOMS**

This agreement by and between Fort Foote Baptist Church (FFBC), 8310 Fort Foote Road, Fort Washington, Maryland 20744 and _____ (Name) _____
(Address) _____ will take effect on the _____ (day) of _____ (month), _____ (year), and will continue for a period of _____ (hours), ending at _____ o'clock.

Whereas FFBC, owner of the building located at the above address, which is normally used for worship and fellowship activities, and whereby FFBC has agreed to allow _____ (user), to use the _____ (area), for the purpose of (type of use) _____

provided the following terms and conditions are met.

IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. FFBC agrees to let the User use the above described area for the use described above on _____ (described times and days of usage). _____ is the contact person for owner and _____ is the contact person for user to coordinate the details of usage.
2. User agrees to pay owner \$ _____ for the use of the building.
3. User agrees to abide by any rules for the use of the building which are so attached.
4. User promises and warrants that it carries liability and medical payments insurance to cover the liability and medical payments exposures resulting from User's use of Owner's building. User will have Owner named as an Additional Insured on User's policy and will provide a Certificate of Insurance to Owner showing Owner as an Additional Insured.
5. User agrees to hold harmless, indemnify and defend Owner from any and all liability which may result from any person using the building, its entrances and exits, and surrounding areas for User's purposes.
6. User agrees to be responsible for repairing for use and returning to the original condition, all areas of the building which User, will use, including entrances and exits.
7. User agrees to conduct a visual inspection of the building, including entrances and exits, prior to each use, and warrants that the building will be used only if it is in a safe and non-hazardous condition.
8. This agreement may be cancelled unilaterally by either party within 14 days written notice.

Dated this _____ day of _____, 20_____.

FORT FOOTE BAPTIST CHURCH

RESERVATION REQUEST

Requesting Organization _____

Number To Attend _____ (Adults)

_____ (Children)

Activities Desired With Specific Time Spans

Space Desired	Activity Desired	Time (From – To)	Person-In-Charge
Sanctuary			
Fellowship Hall			
Rooms			
#15			
#18			
#27			
#107			
#108			
#117			
#118			
#121			

Dates and Time Desired _____ (1st Choice)

_____ (2nd Choice) (Month and Day)

Person Making Reservation _____

Address _____

Phone (Home) _____ (Work) _____

Staff Person In Charge _____

Additional Comments:

ALL RESERVATIONS MUST BE MADE AT LEAST TWO WEEKS IN ADVANCE

Activity Confirmed and Placed on Church Calendar: _____

More Information Is Needed Before Scheduling: _____

Conflict With Calendar/Activity Not Approved: _____

FORT FOOTE BAPTIST CHURCH
CALENDARING OF EVENTS REQUEST

New Event _____ Cancellation _____ Change _____

GENERAL INFORMATION

Event TO Be Placed On Calendar _____

Start End

Day Of Event _____ Location/Room # _____ Time: _____

Early Set-Up Time (Specify) _____

Breakdown _____

Number of People To Attend: _____

Requests Forthcoming:

Set-Up Sound/Lighting

Food Service _____

Audio/Visual _____

Additional Comments:

Person Making Request _____ Phone _____ Date _____

Ministry/Department _____ Position _____

FOR OFFICE USE ONLY

Approved and Scheduled Not Approved

Reason(s) For Decision _____

Approved By _____ Date _____