

# CALENDAR REQUEST & (Single event) FACILITIES RENTAL AGREEMENT



**Foxworthy Baptist Church** 1774 Foxworthy Avenue, San Jose, CA 95124 \* 408-269-1212

**FOXWORTHY BAPTIST CHURCH** makes its buildings available on a limited basis to outside organizations desiring a meeting place. Those requesting space shall agree to abide by all policies of Foxworthy Baptist Church stated in this agreement. Long-term renters will provide a current certificate of insurance naming Foxworthy Baptist Church (FBC) as also insured.

1. There shall be no alcohol, smoking, dancing or any other activity that is not in accordance with the message of FBC.
2. Classrooms are set with FBC tables & chairs. You are responsible for the set-up of the room(s) for your event and returning the room(s) to the condition in which it was found (including vacuuming) following your event. Rooms, furnishings and bulletin/white boards may be shared as designated by FBC. All kitchen items shall be washed and returned to their correct place.
3. Events must end by 9:00pm, except for Saturday events, which must end by 6:00pm.
4. Any additional building usage outside of this agreement is to be requested and calendared through the FBC office and requires additional fees. Approval of calendar dates must be given from the FBC office staff. Church activities take precedence over outside groups or personal use in regard to calendar and space.
5. Food Preparation/cooking hot food is only allowed in kitchen areas, not in other rooms or buildings. Bag all garbage.
6. Children must be supervised at all times. Failure to comply may result in immediate loss of rental agreement.
7. Deposit (1/2 fees) is due at calendaring. Fees balance shall be paid 30 days prior to the event.
8. In case of emergency, notify Pastor Don Fugate, 408-455-2948 or FBC custodian, Duane Christofferson, 408-832-6947.

## FBC Member's Personal Use/Outside Group Request: [ ] Yes

*FBC Church Members requesting to use the facilities for personal, private or "outside groups" are subject to the FBC Facilities Rental Agreement, under which the rooms are rented and the custodian is hired. These events are handled individually by the Church Staff and coordinated with the person responsible for making the request. This responsible person, an FBC member, must be on campus as the church's representative. [On occasion, fees may be waived for church members with adequate setup and cleanup agreements, which includes re-set of rooms, cleaning of floors, re-stocking restrooms, etc.]*

## FBC Building Usage Fees:

Use of Auditorium	\$500.00	4-hour usage	includes Sound Tech and Custodian
Use of Fellowship Hall	\$400.00	4-hour usage	includes Custodian
Use of Room 1101	\$400.00	4-hour usage	includes Custodian
Use of Rooms 3302 or 3203	\$200.00	4-hour usage	+ \$50 Custodian Fee
Classroom fees:	\$60.00 per room	4-hour usage	+ \$50 Custodian Fee
5 Classrooms or more	\$50.00 per room	4-hour usage	+ \$100 Custodian Fee

Organization: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ to \_\_\_\_\_

Set-up Day/time: \_\_\_\_\_ / \_\_\_\_\_ Number of People attending: \_\_\_\_\_

**\*Rooms requested:** Rm# \_\_\_\_\_ Rm# \_\_\_\_\_ Rm# \_\_\_\_\_

To calculate cost: # of rooms \_\_\_\_\_ (x) # of days \_\_\_\_\_ (+) custodian cost per day \$ \_\_\_\_\_ = \$ \_\_\_\_\_

*\*Room assignments to be approved by Church Staff, after coordinating with the Church Calendar.*

Name of Person Responsible: \_\_\_\_\_ (Required to be on campus during rental times.)

Address of Person Responsible: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_ I (we) agree to abide by the policies stated in the application.

Signed \_\_\_\_\_ Today's Date: \_\_\_\_\_

*\*Submit Calendar Request to FBC Contact: Diann Fugate [diann@foxworthy.org](mailto:diann@foxworthy.org) or Pastor Don [pastordon@foxworthy.org](mailto:pastordon@foxworthy.org)*

**Total Rental Fees:** \$ \_\_\_\_\_ Keys Loaned: Bldg# \_\_\_\_\_ Bldg# \_\_\_\_\_

*\*Entrance into buildings allowed only during specific rental times.*

*\*Keys may not be duplicated without permission.*

**Deposit (1/2 fees)** - \$ \_\_\_\_\_ Paid at calendar request approval

**Balance Due** \$ \_\_\_\_\_ 30 days prior to the event [return key(s) at event conclusion]