

## Application for Building Rental

Fellowship Bible Church  
2710 Ralston Avenue, Belmont, CA 94002 / 650.591.1322 / 650.591.7099 (fax)  
www.fbc-belmont.org

Date of Application: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Address of Applicant/Organization & Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Email Address: \_\_\_\_\_

**NATURE OF EVENT:**     Wedding     Banquet     Recital     Other \_\_\_\_\_

**RENTAL FEES:** (please check all that apply)

(fees do not apply to FBC members and faithful attendees in good standing for at least 6 months)

(fees can be adjusted for certain non-profit organizations – see Rental Policy, Schedule A, General Information, Item 14)

- |  |          |                                     |                                |
|--|----------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Sanctuary       | \$200.00 | <input type="checkbox"/> Kitchen    | \$100.00                       |
| <input type="checkbox"/> Fellowship Hall | \$100.00 | <input type="checkbox"/> Classrooms | \$25.00/room (includes set up) |

**MISCELLANEOUS FEES:** (please check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Audio/Visual   | \$50/hour (includes resources w/tech support) |
| <input type="checkbox"/> Custodial      | \$50.00/hour (required)                       |
| <input type="checkbox"/> Musician       | \$50.00/hour                                  |
| <input type="checkbox"/> Baptismal Prep | \$50.00                                       |

**EQUIPMENT REQUEST:** (please check all that apply)

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Chairs (#) _____ | <input type="checkbox"/> Overhead Projector            | <input type="checkbox"/> White Board |
| <input type="checkbox"/> Tables (#) _____ | <input type="checkbox"/> Other (please specify): _____ |                                      |

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ # of guests: \_\_\_\_\_

**ADDITIONAL INFORMATION FOR WEDDING REQUEST:**

Alternative dates if facility is unavailable: \_\_\_\_\_

Are both of you born-again believers in Jesus Christ? \_\_\_\_\_

Is the groom a member of FBC? \_\_\_\_\_ Is the bride a member of FBC? \_\_\_\_\_

If not, which church are you a member of? \_\_\_\_\_

Would you need one of the pastors at FBC to perform the ceremony? \_\_\_\_\_

Will you be using a pastor outside of FBC? \_\_\_\_\_ If yes, please list his name, church, address & phone:

\_\_\_\_\_  
\_\_\_\_\_

Please provide name, address & phone number of wedding coordinator?

\_\_\_\_\_  
\_\_\_\_\_

Have you both read and abide by the rental policies (Schedule A) put forth by FBC? \_\_\_\_\_

Signed: \_\_\_\_\_

**For Official Church Use Only**

<b>Date Received:</b> _____	<b>Check # (Cash):</b> _____ <b>Amount:</b> \$ _____
<b>Date Approved:</b> _____	<b>Check Designation:</b> _____

# INDEMNITY AGREEMENT

Agreement made this date between Fellowship Bible Church (hereinafter referred to as "FBC") and \_\_\_\_\_ (hereinafter referred to as "Indemnitor") whereby Indemnitor shall indemnify and save harmless FBC against any and all claims, demands, causes of action, suits, or judgments, including attorneys fees, costs, and expenses incurred in connection with such matters, for death or injuries to persons or for loss of or damage to property, however caused, arising out of or in connection with the use and occupancy of the FBC premises (whether in or about the premises) by Indemnitor, Indemnitor's agents, employees, or invitees, as described more particularly below.

In the event of such claims made or suits filed, FBC shall give Indemnitor prompt written notice thereof, and Indemnitor shall resist or defend the action or processing with counsel satisfactory to FBC.

Intended use of FBC premises: \_\_\_\_\_  
\_\_\_\_\_

Date and hours of intended use: \_\_\_\_\_  
(not to exceed 11 p.m.) \_\_\_\_\_

Rooms to be used: \_\_\_\_\_  
\_\_\_\_\_

Anticipated number of persons: \_\_\_\_\_

Dated: \_\_\_\_\_

FELLOWSHIP BIBLE CHURCH

"Indemnitor"

\_\_\_\_\_  
By:

\_\_\_\_\_  
By:

# RENTAL POLICY

## Schedule A

### OUR PHILOSOPHY:

Fellowship Bible Church desires that the church facility would be used for the glory of God and for the edification of the believers. FBC encourages the use of the building for assisting the personal ministries of our church family as well as to reach our community for Christ.

The scope of this policy encompasses all functions outside of the normal ministry of Fellowship Bible Church.

### BUILDING RENTAL FEES:

Monies received for rental of our facilities will be put towards our Building program. Our intention is not to generate additional income for our church (IRS Publication 598).

### APPLICATION PROCESS:

1. Applications can be submitted to either the pastors or church administrator. Application & Indemnity Agreement must be completely filled out with a signature.
2. Applicant will be notified within 2 weeks of submission whether or not their application has been approved or not. The pastors are authorized to approve usage for emergency functions.

### GENERAL INFORMATION / GUIDELINES:

1. **FEE BASED EVENTS:** Weddings, Banquets, Conferences, Recitals, Concerts, Plays, Baptismal Service, and other such events. *Only FBC members or faithful attendees (at least 6 months) can use our facilities for Birthday Parties, Bridal Showers, Bachelor Parties, and Baby Showers.*
2. **NON-FEE BASED EVENTS:** Funerals and Memorial Service (only requires the approval of the pastor); Community Functions for the purpose of ministry or benefiting the community (approved by the Church Board).
3. Church members or faithful attendees (at least 6 months) shall incur no rental fee. However, a charged will be assessed for "Miscellaneous Fees" as published.
4. Only churches that agree with our doctrinal statement (<http://www.fbc-belmont.org/about-us-our-beliefs.html>) and general purpose will be allowed to use the building. Applications from other churches to use our facilities must be approved by the church staff.
5. Applicant / Organization must provide proof of liability coverage (certificate of insurance) at least 2 weeks prior to event.
6. Members renting the church facilities must be the primary user or host. Members are prohibited from renting Church facilities on behalf of non-members in order to qualify to have the rental fee waived.
7. There will be an 11:00 p.m. curfew for all groups outside of our church. Also we request that there should be no excessive loud noise after 10:00 p.m. in respect for our neighbors.
8. The sound system is only to be operated by a trained member of FBC.
9. Food and beverages are not allowed in the Sanctuary. Water is the only exception.
10. Smoking, alcoholic beverages, rock music, and dance functions are not allowed.

11. The removal of Church equipment (i.e. – chairs, tables, overhead projectors, etc.) from Church premises is prohibited. Decorations such as streamers, color ornaments, flowers and balloons are to be properly disposed of at the end of events.
12. Because of the numerous ministries of FBC in the church building and concerns about liability, FBC will not allow a regular ministry by another church or organization on the premises on a regular basis, unless approved by Church board.
13. The signer of this application shall assume full responsibilities for damages or loss during his/her organization's use of the Church facilities. A responsible individual representing the applicant / organization shall be in the Church building 15 minutes before each event and shall be responsible for seeing that the event is confined to the facilities made available.
14. Applicant must submit proof of liability coverage and fill out indemnity agreement. FBC shall be named as an additional insured. Documentation must be provided at least one week prior to event.
15. When warranted and in consultation with the Church Board, FBC may adjust rental fees accordingly for certain non-profit organizations.

**Initial:** \_\_\_\_\_

**COMMUNITY FUNCTIONS:** (in addition to general guidelines listed above)

1. No businesses outside of the church ministry and church family will be allowed on church grounds (i.e. – flower stands, flea markets, etc.).
2. FBC church functions such as lemonade stands, car washes, flea markets, etc. must be approved by the pastors and church board.

**WEDDING POLICIES:** (in addition to general guidelines listed above)

1. Two believers from another church(es) may use the facilities on the basis of the approval of the application and an interview with one of the pastors.
2. FBC will not allow the facilities to be used for weddings of a saved person to an unsaved person (2 Cor. 6:14), homosexuals (Rom. 1:26-27), or any other marital agreement that is against the teaching of God's Word.
3. Outside ministers conducting the wedding must be approved by the senior pastor. General agreement with the doctrine of FBC is the basis of approval.
4. An hour and a half rehearsal time will be allotted the Thursday or Friday prior to your wedding day.

**Requirements for using an FBC Pastor to conduct the ceremony:**

1. The pastors will provide biblical pre-marital counseling or refer the couple to another approved pre-marital counselor.
2. The pastors will not violate 2 Corinthians 6:14 by marrying a believer to a non-believer.
3. The couple must not currently be living together. If they are, they will be asked to separate until the day of the marriage.
4. An honorarium for the pastor is suggested, but not required.