



FACILITY REPRESENTATIVE DUTIES

The First Baptist Church Anacortes (“FBC”) Facility Representative will be on-site and responsible for the following:

- Unlock the building and welcome the User Group’s responsible person for the event at the scheduled time.
- Facilitate needed lighting and heating for rooms being used.
- Activate and deactivate the alarm system
- Offer answers to questions regarding facility, building, equipment, and supplies, such as where things are, or how things work.
- As needed during event, act as liaison between User Group and FBC personnel such as Kitchen Supervisor, Media Tech Team and Custodial Staff.
- Notes the use of any unscheduled resources, equipment, hours or areas of the facility and report to the Facility Event Coordinator.
- Insure that the event ends promptly as scheduled and the building is cleaned, locked and secured by the agreed upon time.
- Monitor security for the building, surrounding area and User activity.
- Monitor noise level so that it does not become excessive and bothersome to the neighborhood.
- Provide general custodial supervision by completing and signing the *Facility Clean-Up/Check-Out Agreement* form with the User Group’s responsible person.

The FBC Facility Representative is NOT responsible to:

- Act as guardian or security for equipment, wedding gifts, or any other valuables.
- Act as custodian for setup or cleanup.
- Direct vehicle traffic
- Move tables, chairs or other equipment.
- Be responsible for children.

Contact numbers:

- **FBC Office** – Fran Bohall (360/293-5300) fbcoffice@anacortesfbc.com
- **Events** - Facility Event Coordinator
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- **Weddings** - Facility Event Coordinator
 - Kamiyo Culbertson (360/293-9339) kamiyo10@gmail.com
- **Funerals/Memorials & Church Events** - Facility Event Coordinator
 - Church office – Fran Bohall (360/293-5300) fbcoffice@anacortesfbc.com

• **Designated Facility Representative Name:** _____
_____/_____-_____ (cell)

• **Security Name:** _____
_____/_____-_____ (cell)