



First Baptist Church of Anacortes  
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## **FACILITY USE POLICIES AND FEES**

### **Contents**

#### **FACILITIES SIGNUP PROCEDURE (Page 2)**

- I. POTENTIAL USES (Page 3)**
- II. APPLICATION FOR USE (Page 3)**
- III. RESTRICTIONS OF FACILITY USE (Page 3)**
- IV. FACILITY REPRESENTATIVE REQUIRED (Page 3)**
- V. INSURANCE/WAIVER OF LIABILITY & SECURITY (Page 4)**
- VI. FOOD HANDLERS PERMIT (Page 4)**
- VII. SETUP – CLEAN-UP – CHECK-OUT (Page 4)**
- VIII. FEES (Pages 4-5)**
- IX. ADDITIONAL POLICIES AND FEES (Page 5)**

#### **SIGNATURES REQUIRED (Page 5)**

#### **SCHEDULE: FACILITY FEES, CAPACITY and RESOURCES (Pages 6-7)**



## FACILITIES SIGNUP PROCEDURE

- Prospective User makes inquiry about facility and date availability through the First Baptist Church of Anacortes (“FBC”) office or online.
- An FBC staff member or the designated Facility Event Coordinator (“FEC”) (ie: Events, Weddings, Funerals and Memorials) would give a tour of the facility, review general event details, needs of the User and provide a *Facility Use Application* for completion with a copy of *Facility Use Policies and Fees* and other forms as needed.
- Upon receipt of the signed *Facility Use Application* the designated FEC will contact the User to re-confirm the dates, facilities to be rented, event function specifics, pricing, *Facility Representative Duties*, insurance and review required documents and agreements.
- **Upon receiving a deposit and signatures on the *Facility Use Policies and Fees* document, *Facility Use Agreement* and *Facility Clean-Up/Check-Out Agreement*, the event dates, facilities and resources requested will be reserved.**
- FBC office will update the event calendar(s) and the FEC will notify the appropriate FBC staff that the event has been booked and they need to schedule servicing of the event.
- **60 days prior** to the event the FEC will check with the User for any updates or issues and **make sure all fees and paperwork have been received**, and if not provided previously, the **proof of liability insurance**.
- Prior to the event, if the FEC will not be performing the duties of the Facility Representative for this event, a trained Facility Representative will be scheduled and will meet with the FEC and the User to review the event.

## I. POTENTIAL USES

- Receptions, weddings, concerts, meetings, presentations, workshops, classes, auctions, school functions, reunions, birthdays, award dinners, corporate events or other social gatherings and community events.
- Memorial and funeral services necessitate special arrangements and individual attention by FBC staff.
- Other uses will be considered subject to prior approval.

## II. APPLICATION FOR USE

- Reservations for use will not be accepted more than **12 (twelve) months prior** to the date of the event.
- Application for use may be requested from the FBC office, Facility Event Coordinator or on-line. **An approved representative of the User Group shall sign the Facility Use Application, Facility Use Policies and Fees document, Facility Use Agreement and the Facility Clean-Up/Check-Out Agreement.**
- Use of the facility is guaranteed, except as noted below, if (i) the application is received prior to the date of use, (ii) damage deposit is paid when the reservation is made, and (iii) any balance of the rental fee has been paid and proof of insurance submitted to the FBC office no less than **30 (thirty) days prior** to the date of use.
  - FBC retains the right to cancel any previously approved *Facility Use Application* immediately if pre-empted by a community or regional emergency. In these instances, all fees and deposits will be refunded.

## III. RESTRICTIONS ON FACILITY USE

- **Conduct**
  - Use of **alcohol, narcotics, illegal drugs, weapons**, profanity, gambling, and unruly conduct or any other **unlawful activities** on FBC property is **prohibited, including the parking lots.**
  - **Building is a Non-Smoking facility.**
  - All activities to be conducted in a safe and reasonable manner.
  - Activity organizers and supervisors are held accountable for the safe, orderly, and reasonable conduct of all participants and any individual(s) who may be on FBC property as a result of the event.
  - No loud music after 10:30 PM.
- Sanctuary usage
  - Food or drink is not to be consumed or brought into the Sanctuary.
  - In respect for the Sanctuary and viewing audience, “active” photography is restricted on the Sanctuary platform during events and video cameras should be stationary in a fixed location.
- Dancing requires prior approval.
- Areas not specifically identified in the *Facility Use Application* are off limits. Restroom use is covered by the basic agreement.
- Adult (18 years of age and older) supervision of minors is required at all times.
- **FBC audio visual system(s) can only be used with a trained FBC operator.**
- **FBC kitchen can only be used with a trained FBC Kitchen Supervisor.**
- **Parking by front doors prohibited in order to provide access by emergency vehicles.**
- FBC property and equipment is not to be removed from the premises, nor shall any additional staging, equipment or furniture be brought into the premises without prior approval. FBC is not liable for any damage or loss of any equipment, etc. brought into the premises by renter group.
- FBC consumable supplies, including paper plates/cups/napkins, plastic cutlery, condiments and snacks are not available to users.

## IV. FACILITY REPRESENTATIVE REQUIRED AT ALL EVENTS

- **Presence of a trained FBC Facility Representative is required when the facility is in use, including preparation, cleanup and the closing of the facility.**
- **Facility Representative Duties are outlined in the provided handout.**
- Facility use without an assigned Facility Representative is available to Members of FBC familiar with the facility operation, when event is 50 people or less; with the exception of weddings that always require a Facility Representative to be present.
- Facility Representative will meet with User prior to the event.
- Facility Representative or FBC staff person should be present whenever equipment or goods are delivered for the event

Initials  
User\_\_\_\_\_ FBC\_\_\_\_\_

## V. INSURANCE/WAIVER OF LIABILITY AND SECURITY

- All Users, including Members, must submit a **Certificate of Liability Insurance in the amount of \$1 million liability/\$5,000 medical, naming FBC as additionally insured** and to be kept on file. (Separate policy or rider on an existing policy)
  - Does not apply to funeral/memorial services, or wedding services using just the sanctuary.
  - Not required for functions fewer than 24 people.
  - **Always required when inflatable toys are being used**, regardless of attendance.
- **Proof of insurance certificate must be submitted and received in the Church office no later than 30 (thirty) days prior to the use of facilities.**
- A security guard will be required at User's expense in the sole and absolute discretion of FBC.

## VI. FOOD HANDLER'S PERMIT

- At least one person must have a current Food Handler's Permit when food is prepared and served from the kitchen.

## VII. SETUP > CLEAN-UP > CHECK-OUT

- Decorations and Signage:
  - All decorations or signs may be affixed to the walls only using Scotch-Blue™ painter's tape or equivalent non-permanent adhesives.
  - No advertising or signage may be posted within the premises or on FBC property without the prior approval, nor is the name of the FBC to be used in any way to indicate FBC sponsorship of an event without prior approval.
- Use loading dock in back for move in items. Do not use front entrance without permission.
- Candles are permitted, but there shall be no other open flame and candles shall be in containers.
- **User shall be responsible for all items listed on the provided Facility Clean-Up/Check-Out Agreement**, which will be reviewed and signed when the reservation is made and then completed and signed by the User and the Facility Representative at the conclusion of the event. **Failure to properly perform these duties may result in an additional custodial billing charge.**
- User is **NOT** responsible for vacuuming, wet-mopping/sanitizing floors, cleaning bathrooms or returning chairs and tables to storage.

## VIII. FEES

The following fees and *Schedule of Facility Fees, Capacity and Resources* are for use of the facilities, personnel and equipment, and are **payable in full** not less than **30 (thirty) days prior** to use.

- **General Deposit and Selected Fees:**
  - **\$500 Deposit (payable at time of reservation). Additional charges shall apply if damage occurs beyond the \$500.** After the event, any appropriate fees below and any damage or additional clean-up costs will be calculated and a refund or additional billing will be issued if applicable.
    - **Additional labor as needed:**
      - \$25/hr (2 hr minimum) for each - Facility Representative Fee; Custodial Fee; Kitchen Supervisor Fee; Security Fee; Media equipment (including tech fee).
      - \$20/hr (2 hr minimum) – Additional event and kitchen staffing
      - **Wedding Coordinator** 10 hrs @\$200 and \$25/hr each additional hour over 10 hrs.
    - If **prior day set-up** is requested by User during FBC normal business hours, a Facility Usage Fee of \$25/hr is charged with a maximum of \$150. If set-up is requested when FBC is closed, in addition to the hourly Facility Usage Fee, a Facility Representative Fee is required at \$25/hr (2 hr minimum).
- **Cancellation Fee**
  - In the event renter cancels the use of the facility (must be in writing), the deposit will be returned, less a **50% Cancellation Fee** if canceled **less than 45 (forty-five) days** from the contracted event date.

Initials
User_____ FBC_____

- **Current Member and Regular Attendee personal usage.**
  - Must be in attendance at the event and **does not include use by their affiliated organizations.**
  - Facility Usage Fees are waived and Resource Fees are reduced, **except labor.** (See Facility Event Coordinator for fees).
  - General deposit discounted 50% and not required for Funerals and Memorials.
  - Minimum 6 months active FBC membership/attendance required to be eligible for member facility usage benefits.
- **Non-member and outside organization usage.**
  - All applicable Facility Use and Resource Fees per current Schedule of Fees.
  - \$500 deposit required.
  - For Funerals, Memorials and Weddings see FBC office for information and fees.
  - No **Sanctuary** charge for Weddings, Funerals and Memorial services.

**SEE ATTACHED “SCHEDULE OF FACILITY FEES, CAPACITY AND RESOURCES”**

- **FACILITY USE AVAILABILITY**
  - All days and times not currently reserved can be secured upon submission and approval of application and receipt of deposit. Check with Church office for available rooms, dates and times.
  - Leave rooms in same or better condition than you found them.
  - Please report any damage immediately.

**IX. ADDITIONAL POLICIES AND FEES**

- FBC is not responsible for the theft or other disappearance of any personal items brought onto the premises or for any damage to vehicles and/or contents parked on FBC property, or for any injury to attendees.
- Only recognized ‘service animals’ are permitted in FBC buildings.
- Fidalgo Bay Coffee must be used for all coffee service on church property.
- FBC reserves the right to inspect and control all functions held on the premises.
- FBC retains the right at their sole discretion to refuse use of the premises by any User Group.
- FBC may, at its sole and absolute discretion, adopt additional requirements and policies, or decline usage to any person or organization.

**By signing below, I acknowledge that I have read, understand and shall be responsible for and abide by all provisions of these (i) Facility Use Policies and Fees set forth above, (ii) Facility Cleanup/Checkout Agreement, (iii) Facility Use Agreement and the attached (iv) Facility Fees, Capacity and Resources Schedule.**

\_\_\_\_\_  
User/Organization Name

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



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## FACILITY FEES, CAPACITY, AND RESOURCES

### ROOM RENTAL FEES

ROOM	FEE FOR NUMBER ATTENDING EVENT			
	1-50	51-100	101-250	251-350+
<b>Great Room Package<sup>(1)</sup></b>	<b>\$225</b>	<b>\$350</b>	<b>\$500</b>	<b>\$600</b>
<b>Coffee Café &amp; Patio</b>	<b>\$50</b>	<b>\$100</b>	<b>\$100 w/ GR rental</b>	
<b>Foyer (Flat Fee)<sup>(2)</sup></b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>
<b>Fellowship Hall w/attached kitchen</b>	<b>\$100</b>	<b>\$150</b>	<b>\$200</b>	<b>NA</b>
<b>Dixon Youth Room</b>	<b>\$50</b>	<b>\$100</b>	<b>NA</b>	<b>NA</b>
<b>Classrooms (various sizes)</b>	<b>\$30</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
<b>Sanctuary</b>	<b>\$125</b>	<b>\$175</b>	<b>\$225</b>	
<b>Nursery (Cleaning fee – User Staffed)<sup>(3)</sup></b>	<b>\$20</b>			
<b>Kitchen** (Flat fee)<sup>(4)</sup></b>	<b>\$250</b>		<b>\$275</b>	

(1). Above Great Room fees include: Facility Representative (mandatory), setup, teardown and custodial. Facility Rep hrs included are: 3 hrs (1-50) attendees; 4 hrs (51-100); 5 hrs (101-250); 6 hrs (251-350+). Additional hours billed at \$25/hour.

(2). Flat Fee when actively used for displays, chair and table setups, pre/post-function receptions, food service, etc. Setup/teardown charges are billed as needed at \$25/hour.

(3). User must submit a childcare plan that complies with all Washington State codes and regulations.

(4). Kitchen Fee includes full use of kitchen and 6 hrs Kitchen Supervisor (mandatory), with additional hours billed at \$25/hour.

- **Room rentals other than Great Room do not include Facility Representative. Setup/teardown charges, custodial and other event labor billed as used on a case by case basis.**
  - Extra clean-up will be an additional charge and billed at \$25/hour per staff person when needed.
  - Additional charges will apply for tablecloths, dishes, coffee, etc. See *Schedule of Resources Available*.
- \*\*Can only be staffed or operated by FBC qualified personnel, subject to personnel availability.**

<b>Monthly/Weekly Small Meeting Package:</b> (24 people or less) Will be located in most suitable room available in church, including classrooms. Includes setup.	<b>\$25/mtg.</b>
<b>Multiple Room Rental Package:</b> Total Combined Fee for 2 (two) or more rooms earns a discount.	<b>10% Discount</b>

## FACILITY CAPACITY

ROOM(S)	CONFIGURATION CAPACITIES		
	Theater Seating	Meals (8 ppl/Table)	Conference (4 ppl/Table)
Great Room	400	280	140
Coffee Café (Not including Patio)	125	88	40
Fellowship Hall	180	120	70
Foyer	150	112	NA
Dixon Youth Room	50	32	16
Classrooms (various sizes)	30	N/A	16
Sanctuary (With pews and chairs)	400	N/A	N/A

## SCHEDULE OF RESOURCES AVAILABLE

ITEM	NUMBER AVAILABLE	USE FEE EACH
5' Round Table	45	NA
Rectangular Tables	6'	7
	8'	7
Chairs	Padded	Red-230 Grn-121 Gray-35
	Folding	Brown padded-48 Metal-200
Tablecloths – Plastic disposable	NA	\$2
Place settings w/silverware	240	\$1
Media System** (Flat fee) <sup>(1)</sup>	Great Room or Sanctuary	\$150
Portable LCD Projector w/Screen (50" x 50")	2	\$75
Podium w/Microphone and Speakers	3	25
Piano	3	\$25
Drip coffee, sugar, cream, etc. (Fidalgo Bay Coffee must be used)	Per number of attendees or specified number	\$.50/Cup drip

(1). Media Fee for each room includes setup of wired microphones, wireless microphone, podium, monitors and 3 hrs. min. for technical operator(s). Additional billing @ \$25/hr if second tech is required for video and/or additional hours needed\*\*

**\*\*Can only be staffed or operated by FBC qualified personnel, subject to personnel availability.**