

Facility Usage Summary December 2021

Purpose Statement

We make our facilities available to community groups whose cause, values and practice is not considered to be at odds with our own, and which can be said to exist to serve and benefit the community. We do not make it a practice to offer our facilities for personal enterprise or for business ventures. There is always a cost when facilities are used, but the church chooses to absorb these 'incidentals' as part of our community service. Donations are accepted, however.

Accessibility Statement

Since our building is secured when not in use, arrangement for access must be worked out before that usage can be approved and be considered 'booked.' Likewise, in the case of any equipment needs (kitchen, media, etc.) where training is required, those wishing to use the facility must satisfy the requirements for problem free operation. Please note that audio visual equipment requires an experienced operator trained/cleared by the FBC Technical Team Leader. *Note, honorariums may be accepted.

Application Form

- Individual/Group Making Request: _____
- Contact Name & Phone Number: _____
- Names & Numbers of FBC Members Assisting With Access, Etc.:

- Date(s) & Time: _____
- Type of Event: _____
- Does your event require the use of any specialized equipment such as audio/visual? If so, what equipment is required and who is willing and knowledgeable to be responsible for this? _____

- Please check areas of building you wish to use:
 - Lobby
 - Cafe
 - Café / Kitchen
 - Main Auditorium
 - Classroom Space
 - Back Field
 - Nursery
 - Other (Please specify) _____

Acknowledgement of Conditions

- I agree to fill out, sign and submit this application before any reservation for usage can be processed. Submission of this application form does not guarantee permission to use the building for the purpose or date(s) specified.
- I agree to ensure the proper clean-up and restoration of all areas affected prior to leaving the facility. Failure to restore things back to their original condition may result in the denial of future requests.

- I agree to provide any supplies required for an event (coffee, napkins, disposable dishes, etc.) or to give a sufficient donation to cover those costs.
- I agree to be responsible for any damage to property, buildings, grounds or contents due to willful misuse or negligence. FBC is not responsible for lost or damaged personal belongings.
- I understand that the use of church equipment (IE. audio visual, kitchen appliances, etc.) must be arranged specifically.
- I understand that no alcohol may be served in church facilities.
- I understand that Nova Scotia Law does not permit smoking inside of a public building and must also be well away from any door or open window. Nor is smoking permitted any place where children might be exposed to smoke. This applies to vaping as well.
- I understand that groups are restricted to only those areas of the facility that the group has reserved. Food and beverage consumption should be contained to the areas requested.
- I understand that priority will be given to FBC sponsored events, and FBC programming will have priority.

Security Agreement

- I will walk through entire building checking all rooms to ensure:
 - No people remain inside
 - No water is running
 - No lights or other equipment left on
 - No garbage remains
 - All toilets are flushed
 - All windows are closed
 - All doors are locked
- I will set the alarm, exit and lock main door

I, _____, hereby agree to the above conditions.
 (Please print)

_____ (Signature of applicant)
 _____ (Signing Date)