



# FACILITY USAGE POLICY AND AGREEMENT

3810 Kings Lane Nashville, TN 37218 615-876-4084 TempleChurch.org

*Ministry on Purpose*

Temple Baptist Church, Inc. of Nashville, TN, (The Temple Church) a not-for-profit corporation, makes its facilities available to outside groups or organizations for meetings or other events, whenever possible.

## **General Guidelines and Requirements:**

1. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
2. Every group or organization is required to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities.
3. Users of the church facilities agree to use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition.
4. All requests for usage of any the church facilities are subject to approval by Senior Pastor and/or the church Corporate Board.
5. Each outside group or organization is required to complete and deliver to the church office a signed agreement and necessary a certificate of insurance when required.
6. The church reserves the right to schedule other activities and events in other parts of the church facilities.
7. This agreement is a binding agreement between The Temple Church and the designated signing party agent. The transfer or grant of use of any scheduled date, space or fee related to the use of any church facility is strictly prohibited.

## **Insurance:**

When necessary, a renting group or organization may be required to furnish a certificate comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 and naming The Temple Church as an additional insured.

## **General User Requirements and Restrictions:**

1. Any group or organization using or renting any of The Temple Church facilities or properties hereby agrees to release, protect, defend, indemnify and harmless The Temple Church and its officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fee and other legal costs) directly or indirectly arising out of their use of any Temple Church property or facility.
2. In the event of damage to the church facility or any church property, the party using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, and shall pay the church for such repair and replacement costs upon demand.
3. For children and youth events, the applicable group or organization must adequate adult supervision for all usage.
4. All details for any event must be approved in advance.
5. All requests to provide any type of food or beverage for any Facility Usage Agreement requires prior approval.
6. No food or drink, including water, will be allowed in the Main Sanctuary.
7. The Temple Church prohibits the usage of any church facility outlet for the purpose of charging any personal or non-church affiliated laptop, tablet, cellphone, camera or any other device without prior approval.

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8. The Temple Church will not be liable for any damage cause to any personal or non-church affiliated equipment due any power-surge, power-outage, lightning strike or any other similar unforeseen circumstance or act of God.
9. The signing party agent may be subject to additional fees for any event that exceeds the approved time-frame.
10. All Saturday events must be completed by 5 p.m.
11. Those using any church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
12. Users may not move any church equipment or fixture without prior approval.
13. Users may not take or remove tables and/or chairs, and/or other items, from other rooms and/or areas of the church facilities.
14. No signs, banners, flags, streamers or any other wall hangings will be permitted without prior approval and will only be allowed with the usage of approved methods.
15. The usage of nail, screws, tape, glue or tack is prohibited on any church wall, door, carpet or any other church fixture.
16. No flyer, windshield advertisement or any other form of solicitation will be permitted on any church property.
17. The use of tobacco products, alcoholic beverages or drugs is strictly prohibited in any the church's facilities or on any church grounds including any parking lots and sidewalks. Any violation of this restriction during any portion of the event including any rehearsal, set-up or break-down will be subject to any additional clean-up fee and/or the immediate termination of any Facility Usage Agreement and the cancelation of event.

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## Other Information:

This policy is applicable to use of all church facilities and properties by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of church facilities. This policy supersedes all prior oral or written statements or agreements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement. The modification or exception to any requirement or restriction in any Facility Usage Agreement will only be permitted with the express written approval of the Senior Pastor, Assistant to the Pastor or CFO.

The required security deposit and certificate of insurance will be due upon delivery of the signed rental agreement. All other fees will be required to be paid in full at least twenty (20) business days prior to the event. Failure to adhere to the fee schedule or any other requirements may result in the loss of any deposits and the cancellation of the event. In the event of any of a church emergency or unforeseen conflict, the church will work the group or organization to re-schedule their event if possible or will return any deposit if an alternate date is unavailable.

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Name of Group / Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Contact Person \_\_\_\_\_

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

Date(s) and time(s) of meeting or event \_\_\_\_\_

Nature of meeting or other event \_\_\_\_\_

Area(s) being reserved \_\_\_\_\_

Facility Usage Fee \_\_\_\_\_

The above names group or organization (1) acknowledges receipt, from The Temple Church, for non-profit corporation, of Facilities usage Policy, and has read and fully understand all guidelines, requirements, restrictions, and other provisions set forth in such Facilities Usage Policy, which are incorporated herein by reference, (2) requests usage of church facilities as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with The Temple Church Facilities Usage Policy in connection with such usage, including all guidelines, requirements, restrictions, and other provisions set forth in such Facilities Usage Policy and such additional requirements and restrictions as may be communicated on behalf of The Temple Church to the above named group or organization prior to or in the course of such usage.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

*AUTHORIZED REPRESENTATIVE*

Accepted by The Temple Church:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Initial \_\_\_\_\_



# FACILITY USE REQUEST FORM

TO BE COMPLETED FOR ALL EXTERNAL EVENTS

The Temple Church  
3810 Kings Lane Nashville, TN 37218  
615-876-4084 TempleChurch.org

Contact Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Position Title \_\_\_\_\_ Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Organization Phone \_\_\_\_\_ Organization Fax \_\_\_\_\_

Contact Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

**STATUS:**  Member  Non-Member  Charitable Organization/Church

**EVENT TYPE:**  YOUTH EVENT  NON-TICKETED Offering  TICKETED Ticket Price: \_\_\_\_\_  CHARITY BENEFIT Name of Charity: \_\_\_\_\_

*(Please check all that apply)*

## NAME AND PURPOSE OF EVENT

In the space below, please give a statement explaining the focus of your event and other important details. (Guest Speakers, Performers, etc)

AREA REQUESTED	FEE	SCHEDULE
<input type="checkbox"/> Sanctuary	\$5,000 +	<input type="checkbox"/> One Time <input type="checkbox"/> Monthly <input type="checkbox"/> One Week <input type="checkbox"/> Other  Starting Date _____ Ending Date _____  Starting Time _____ Ending Time _____  Expected Attendance _____
<input type="checkbox"/> Chapel: Up to 8 tables, 64 chairs	\$500.00	
<input type="checkbox"/> Gymnasium	\$500.00	
<input type="checkbox"/> Kitchen (3 hour limit)	\$75.00	
<input type="checkbox"/> Rehearsal Hall: Up to 8 tables, 64 chairs	\$350.00	
<input type="checkbox"/> Pavillion: Comes as is	\$100.00	
<input type="checkbox"/> Classrooms: (Up to 3 tables, 24 chairs) # of rooms _____	\$50.00 per room	
<input type="checkbox"/> Sound: Set-Up Fee	\$75.00	
<input type="checkbox"/> Sound: Manned (3 hour limit)	\$100.00 per hour	

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