
Estacada First Baptist Church

Reaching out with the Gospel ~ Building up through the Word ~ Growing Strong in the Lord

General Facility Use Guide

Church Office: 503 630 5325 | Church Fax: 503 630 6518

Mailing Address: PO Box 310,

Church Address: 29101 SE Eagle Creek
Estacada, OR 97023

WEB: WWW.ESTACADAFIRSTBAPTIST.ORG

EMAIL: ESTACADAFIRSTBAPTISTCHURCH@GMAIL.COM



OFFICE USE ONLY: **Event Date:** _____ **Event Time:** _____

Name of Event: _____

Contact Names & Phone:

1. _____

2. _____

3. _____

4. _____

Building Host: _____

Music /Media: 1. _____ 2. _____

Officiant: _____

Janitorial: _____

Helping Hands: _____

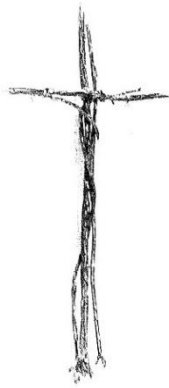
Office Admin: _____

Other: _____

Event Follow-Up Checklist
2 - 3 days before event:
Contacted and CONFIRMED
with the following:

- Event Contact:** _____
- Music/Media:** _____
- Officiant:** _____
- Janitorial:** _____
- Helping Hands:** _____
- Office Admin:** _____
- Other:** _____

Notes:



ESTACADA FIRST BAPTIST CHURCH

PHONE: 503 630 5325 | FAX: 503 630 6518

29101 SE EAGLE CREEK RD | MAILING: PO BOX 310 ESTACADA, OR 97023

E-MAIL: ESTACADAFIRSTBAPTISTCHURCH@GMAIL.COM

WEB: WWW.ESTACADAFIRSTBAPTIST.ORG

SERMONS ONLINE: WWW.YOUTUBE.COM/USER/ESTACADAFIRSTBAPTIST

FACEBOOK: ESTACADA FIRST BAPTIST CHURCH

**Reaching Out with the Gospel | Building Up through the Word
Growing Strong in the Lord**

We at EFBC are pleased that you are considering using our building. God has been very, very good to EFBC in providing this building for us. We desire to see this building used well for our Church family as well as for our community.

We desire to have this building be a blessing to everyone who uses it and we do not intend to profit financially by its use. Therefore, the only fees you will be responsible for are the PERSONNEL FEES:

- BUILDING HOST(S) FEE – This is to pay for the services of the Host to make sure you have adequate and timely access to the building as well as to make sure you have proper attention so that your event is a success. *The Building Host Fee varies depending on the event and the amount of time required of the Building Host. This amount will be determined at the time of the meeting.*

- TECHNICIAN FEES: If needed, this is to pay for the trained EFBC Music and Media Technicians. The Technician fee is \$75.00 per person to be paid directly to the Technician.

If you would like to make a donation to Estacada First Baptist Church to help cover any of the utility costs and wear and tear on the building, it would be appreciated. Any donation can be made to Estacada First Baptist Church.

Thank you.

Pastor Brent Dodrill

EFBC General Facility Use

Estacada First Baptist Church welcomes you to use our facility for event or meeting needs.

Please contact the Church office at 503.630.5325 or

Email the Church office at estacadafirstbaptistchurch@gmail.com for available dates and time.

Use of the EFBC Building will be provided at no cost.

EFBC facility usage will be granted at the sole discretion of EFBC Elders. Usage will not be granted for events or organizations which conflict with EFBC's Mission.

Meet with the Building Hosts to:

- Review EFBC Policies and Procedures and expectations checklist.
- Discuss media and sound services and arrange for technicians and staff needed.
- Provide a walk-through of the facilities and arrange for the use of the kitchen & Fireside Room.
- Collect signature(s) on Agreement Form

Please provide the following information.

Name: _____ **Contact Info:** _____

Name: _____ **Contact Info:** _____

Name: _____ **Contact Info:** _____

Person(s) in charge of Set up and Tear down: _____

Person(s) in charge of Clean up: _____

Address _____

City _____ State _____ Zip _____

Phone Number(s) _____

Email Address(s) _____

Other _____

EFBC General Event Reservation Process

1. Please complete the reservation request form below.
2. Submit the form to Estacada First Baptist Church
 - Submit application to the Church: 29101 SE Eagle Creek Road, Estacada, OR
 - Mail: Estacada First Baptist Church PO Box 310 Estacada OR 97023
 - Fax: 503.630.6518
 - Email: estacadafirstbaptistchurch@gmail.com
3. The request will be reviewed and the Building Host will contact you.
4. A planning meeting will be scheduled to:
 - Discuss your needs and the services we offer
 - Walk through the available facilities
 - Provide an estimate of the costs
 - Review the Policies and Procedures and Agreement Form.
5. Requirements to secure a date and time:
 - A signed Agreement Form with dates, times, facilities, services, and estimated number of guests specified.
 - Payments due the day of the event.
 - Cancellation: In the event of cancellation, your fees will be refunded/not charged if the event has been canceled prior to the date of the event.

NOTES:

(Our Building Host will explain this form.)

Estacada First Baptist Church agrees to:

- Have a Building Host on the premises or available the entire time of the event
- Provide use of the tables, chairs, trash cans in the areas that have been reserved
- Provide access to the parking area
- Lock and unlock the doors on the dates and times designated below
- Keep Credit Card information secure at all times.

Booking Party agrees to:

- Take sole responsibility for the actions of all participants or guests while they are present at the Church, inside the building or outside the parking lot.
- Pay for any and all damages to the Church facility, inventory, carpet, walls, etc. that are caused by anyone attending the event
- Leave a completed Credit Card Authorization Form with EFBC personnel, which will be used only in the case of damages, unplanned additional hours of use or when the actual number of guests exceed the expected number used to determine the initial fees
- Pay all fees by the date of the event.
- Read and follow the EFBC Policies and Procedures document
- Obtain General Liability Insurance and submit certificate to the EFBC personnel prior to the event date requested.

Clean Up: All items belonging to the booking party must be removed from the EFBC facilities the day of the event unless arrangements are made with the Building Host. Requests will be reviewed on a case-by-case basis.

Contract Specifics

Event Date(s) and Hours: _____

SET UP Date and Hours: _____

Doors Unlocked on:

_____ at _____; Locked at _____ am/pm _____

_____ at _____; Locked at _____ am/pm _____

_____ at _____; Locked at _____ am/pm _____

_____ at _____; Locked at _____ am/pm _____

Expected Number of Guests _____

Notes:

As the Booking Party, I agree to abide by the terms of the Agreement Form for the dates and times designated and understand that I will be held financially accountable for the fees specified and to any violations or damage that may occur. I have read the Policies and Procedures Document and agree to all therein.

_____ Date: _____
Signature of Booking Party

_____ Date: _____
Approved Signature of EFBC

Hold Harmless: User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

EFBC Event Policies and Procedures

General Policies

EFBC reserves the right to limit or refuse use of the EFBC Facilities. EFBC facility usage will be granted at the sole discretion of EFBC Elders. Usage will not be granted for events or organizations which conflict with EFBC's Mission and beliefs.

Alcohol: No alcohol is to be served nor consumed on EFBC grounds.

Noise: The noise from your event cannot disturb the neighbors. If you can hear noise or music from outside, it is too loud.

General Liability Insurance: A Certificate of Liability Insurance for bodily injury and property damage, naming "Estacada First Baptist Church" as additionally insured in the amount of \$500,000 is required. This is usually available through your business or homeowners' insurance policy. This certificate must show the date of the event and the name of the booking party.

Decorations: Round tables are available for use and are 84" rounds that seat ten. All decorations are to be approved by the EFBC Building Host and/or on-site Coordinator prior to your event date. Please do not use nails, tacks, staples or put holes into walls, trim, or doors.

Caterer: You must provide your own caterer. Please provide the business name and contact information. EFBC is not responsible or liable for any food handling issues. All food is to be handled using the Food Handlers Guidelines. You will need to provide your own coffee, tea, creamers and sugars. EFBC coffee makers are available if needed.

Fine ground coffee cannot be used in EFBC coffee makers. The Building Host or on-site Coordinator will provide instructions for commercial coffee maker use.

Candles: No open flame candles are permitted. All candles must be enclosed properly to fire code and approved by EFBC in advance.

Party Size: The Worship Center and Fireside Room have capacity of 411 and 300 respectively.

Unreserved Areas: Guests are not allowed in areas that have not been specifically reserved for the event.

Inventory, Equipment & Set-Up Requirements: You may use EFBC tables and chairs for your event, but your use and set-up must be approved by the EFBC Building Host prior to the event. All inventory and equipment must be returned to its original location.

Cleaning Up: All items belonging to the booking party must be removed from the EFBC facilities **the day** of the event unless arrangements are made with the Building Host. Requests will be reviewed on a case-by-case basis.

911 EMERGENCY INFORMATION: In the event of an emergency please call 911. EFBC has an automated external defibrillator (AED) located between the Gym and Fireside Room and also between the Children's Ministry Wing and Worship Center next to the water fountain on the wall.

Kitchen Policies

Kitchen Facilities: Kitchen facilities are available, but their use must be prearranged and approved by EFBC Building Host. Available equipment includes refrigeration space, sink, ovens, stove-tops, microwaves, warming drawers, built-in chaffing units, dishwasher and coffee makers. PLEASE SEE KITCHEN/FIRESIDE ROOM TO DO LIST PROVIDED TO YOU.

Items Not Available Utensils, service ware, dishes, EFBC condiments, food, spice items, linens or décor are NOT provided.

Fee Policies

Waiving Fees Estacada First Baptist Church reserves the right to waive and/or adjust fees.

Amount Due The balance is due ON THE DAY of the event.

Payment Methods Individual hosts such as Building Host, Musicians, Pastors, Sound and Media Technicians are paid directly. Payments may be made by check to the individuals. If you would like to donate to the Church General Fund, please make checks payable to: Estacada First Baptist Church or EFBC. Credit Cards are also accepted online @ estacadafirstbaptist.org under our Giving Tab

***Building Host Fees** in the event that an EFBC Building Host needs to be on the premise during the entirety of your event, a Building Host Fee will be charged and the Building Host will be paid directly.

Fees for General Use Events:	
Building Host: Name: _____	The Building Host Fee will be \$12.00 per hour. Hours needed will be determined per event.
Sound/Media Tech's	Each technician will be paid individually.
Sound Technician(s)	\$75.00 – To Individual
Media Technician(s)	\$75.00– To Individual
EFBC Building Donation	EFBC

HOST NOTES:

Checklist of WHO has been notified and WHO is overseeing area of ministry.

- Sound/Media Technician's: 1. _____ 2. _____
- Janitorial: _____
- Officiant: _____
- Office Administrator(s) Kary Gaskill / Cara Marcus
- Caterer (if applicable) _____
- Event Company: _____

OTHER: _____

Credit Card Used please circle: Visa / MasterCard / American Express /Other _____

Credit Card # _____

Expiration Date _____

3 or 4-digit Security code on back of card _____

Name on Card _____

Billing Address _____

City: _____ State: _____ Zip: _____

Telephone Number of Cardholder _____

Signature of Approval _____

Authorized Amount _____

Estacada First Baptist Church, upon completion
of your event, will properly destroy this
Security Credit Card Authorization Form
with all its contents.

General Contact and Emergency Information

*** In the event of an emergency please dial 911**

Physical Address: 29101 SE Eagle Creek Rd. Estacada, OR 97023

Facility Phone: 503 630 5325

Area of Host	Host Name	Phone	Email
Building Host	Beth Gray	503 630 6510	efbcbuildinghost@gmail.com
Building Host	Steve & Ginny Stanley	503 318 0623	efbcbuildinghost@gmail.com
			efbcbuildinghost@gmail.com
Head Custodian	Pam Rohling	503 701 2986	
EFBC Administrators	Kary Gaskill & Cara Marcus	503 630 5325	estacadafirstbaptistchurch@gmail.com

911 EMERGENCY INFORMATION: In the event of an emergency please call 911.

Automated External Defibrillator (AED): EFBC has AEDs located between the Gym and Fireside Room and also between the Children’s Ministry Wing and Worship Center next to the water fountain on the wall.

Emergency Exits: Emergency Exits are located throughout the Church building. They are well lit and offer easy access to the outside of the building. In the event of a power outage, emergency lights will automatically turn on.

USE OF KITCHEN/FIRESIDE ROOM TO DO LIST:

(Please initial after each completed task. If you cannot check off each item you are not done.)

- Empty and rinse each coffee pot used (and set to dry)
- Put ALL creamer and coffee corner stuff away
- Empty and rinse drink jugs (only water may be left in them overnight)
- If juice was served, drink jugs must be run through the dishwasher after rinsing
- Wipe off and sanitize each table that was used
- Wipe off and sanitize each counter and stove top that was used
- Run ALL dishes (including pots, pans and platters) through the dishwasher and put away
- Rinse sinks thoroughly of all food debris
- Take ALL garbage out (kitchen and Fireside Room)
- Make sure all chairs are stacked by each table that was used (2 stacks of 5 by each table)
- If any tables or chairs are moved around for the event, please make sure that they are put back where you found them before you leave
- If any tables (or anything else) was brought into the Fireside Room, please make sure it is removed from the Fireside Room before you leave.

Thank you,

Estacada First Baptist Church