Office Use:
Date Rec'd:_____
Approval Rec'd from BGMT: _____
Confirmation Call Made: _____
Placed on Cal.: _____

Reservation Date:_____

Buffalo Valley Brethren Fellowship Today's Date:_____

Facility Use Form

Please complete this form and submit it to the church office in the wall slot marked "Completed Calendar Forms" so that information about your upcoming event can be placed on the calendar. Facilities are not officially reserved for your event until the event is placed on the calendar. If you do not find your event appearing on the calendar or it appears with wrong information, please contact the church office to correct the situation.

Contact Person/Organization:_____

Address:_____ Contact Phone: _____

Purpose of Request _____

Start Time_____ End Time _____ ***Include entire time needed for set-up and clean-up.***

Facility reservation: ☐ **M.G.** ☐ **Son** ☐ **RM#_____** ☐ **K1** ☐ **K2** ☐ **Nu** ☐ **U** ☐ **M.E.** ☐ **NAR** ☐ **B** ☐ **ALL**

Facility room Codes: M.G. (Main Gathering) - Gym Multipurpose Room, Son (Son Room) - Windowed Multipurpose Room, K1 – Kitchen off Main Gathering, K2 – Kitchen off Son Room, RM – Room, U- Upstairs Ed Wing, Nu – Nursery, B – Basement Ed.Wing, M. E. (Main Entry) – Large West Entrance Foyer, NAR – Smaller East Narthex

Approximate # of Tables Needed: 4' Round_____ 5' Round_____ 6' Rectangle____ 8' Rectangle_____

Will food be served? Yes / No **Will food be prepared on site? Yes / No**

Will kitchen equipment be needed for food preparation? (check all that apply – quantities not necessary)

Ovens_____ Roasters _____ Pans _____ Freezer _____ Refrigerator _____

Sound System? Yes / No **Projection System? Yes/No (must provide own computer)**

All facility reservations for non-church use will be approved by the Building and Grounds Ministry Team and must be consistent with the mission of the Buffalo Valley Brethren Fellowship. Those using the facility are responsible for clean-up to its original condition following the event. Use of tobacco products, alcoholic beverages, and illegal drugs is prohibited on church property.

Reservation of the facility does not include the use of church supplies such as disposable food service items and office supplies/equipment. Advertising of non-church events within the facility should be cleared with the church office in order that it is consistent with church policies.

- **Members and regular attendees of BVBF** may use the facilities for personal not-for-profit events at no charge (Parties, family gatherings, meetings, etc.)
- **Non-profit groups** may use the facilities at no charge providing that a BVBF member or regular attendee is personally connected to their event and will be present and responsible for the use of the facility during the event.
- **Fund-raising events for various causes** will be approved on a case by case basis by the Ministries Coordinating Team before facility can be reserved. It is required that a member or regular attendee be involved with the planning and conducting of the event, being responsible for the facility throughout. There will be no charge to use the facility for these events.
- **Businesses (including members and regular attendees) and outside individuals/groups** may rent the facilities according to the following fee schedule: **Main Gathering or Son Room $200 per day/per room (more than 6 hours), $100 for ½ day (6 hours or less), Kitchen(s) $50/each, Lower level $75 per day, $50 for ½ day**. Fees are due when agreement is approved. A site manager provided by the church shall be paid $15/hour for each hour the building is occupied for the event. This fee will also apply to any other personnel required, such as sound technicians, etc.

It Is Agreed By And Between All Parties:

1. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.

2. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically-based religious institution.

3. User agrees to abide by any rules or regulations for the use of the premises that are attached to his agreement.

4. Organizational Users. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of $1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises. Organizational groups including minors will comply with applicable state and federal background check requirements. All groups will use a high degree of care supervising activities with minors.

5. To the fullest extent permitted by law, User shall defend, indemnify, and hold harmless the Owners, their officers, directors, and employees from and against any and all claims, demands, suits, or causes of action that result from injury to any person, including death, or damage to, or loss of tangible property arising from the negligent acts or omissions of User, its employees or agents in connection with this agreement.

6. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

7. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

8. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.

9. In the Event that Owner must cancel this agreement, User will be entitled to any deposit User has paid. However, in no event will Owner be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User's inability to use the above described premises, even if Owner has been advised of the possibility of such damages.

10. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.

11. Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.

12. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Signed: _____, User Date: _____

Signed: _____, Ministry Assistant Date: _____

Signed: _____, BGMT Leader Date: _____

Revised 8/3/2026