

Facility Use and Rental Policy

First Baptist Church of Greater Cleveland

Updated June, 2019

The following policies apply to groups using FBC's facilities:

1. All use of the building must be coordinated through the church office & administrator, where it will be reviewed prior to being placed on the master church calendar.
2. All reservations (other than weekly church functions) must be made using a room reservation request form, which is available online at www.firstbaptistcleveland.org or through the church office.
3. For events hosted by outside groups, a custodian may be required to be present while the group is in the building after normal business hours (8 am-6 pm Monday-Friday, 9 am-4 pm weekends). The after-hours custodian can help groups with set-up needs, knows how to respond to fire alarms, can operate sound and video systems, will secure the building following the event, and is available to help events run smoothly. The \$25/hour custodial fee, if needed, is in addition to any facility use fees.
4. Groups NOT requiring custodial setup and teardown are responsible for putting the room back in the same order as when they arrived, and removing their trash. Failure to do so will result in additional charges or loss of deposit.
5. The use of alcohol or smoking is **not allowed** on FBC grounds at any time.
6. All events must comply with room capacities as determined by the fire department.
7. The use of sound or video presentation systems must be indicated when making reservations.
8. Catering service and/or coffee service is available for groups, at an additional cost.
9. Outside groups are expected to carry their own liability insurance, naming First Baptist Church as additionally insured. A certificate of insurance should be faxed to (216) 932-8554.
10. FBC may ask for a security deposit to cover damage to the building. Deposits will be returned after the event if no damage to the facility has occurred. Deposits may be paid by cash or check.