

**FRANKLIN BAPTIST ASSOCIATION  
MINISTRY CENTER USE REGULATIONS**

**February 2009**

All use of the Franklin Baptist Association Ministry Center building or grounds must be requested of the FBA and approved before any such use.

1. FBA reserves the right to deny any request from individuals, groups or programs that conflict with the teachings, policies or programs of FBA.
2. Application for use of facilities may be obtained by calling the association office. After completion and submission of form, and any requested deposit to the association, your event will be placed on the calendar, if approved. A security/damage deposit must be made by non-FBA related groups. The deposit will be refunded within 30 days following the event, less any damage or clean-up charges. This deposit is not refundable if the event is canceled by applicant within 90 days of the event.
3. All personal belongings, including decorations, must be removed from the premises prior to the termination of the event.
4. Nails, staples, tacks, tape or other holding devices are not to be used to secure articles to the walls or doors. Any exception to this must be approved by FBA staff.
5. All food and/or drinks and supplies must be provided by the users.
6. The user is responsible for maintaining the cleanliness of the facilities and is expected to clean and restore the used areas to the condition before usage. Trash should be placed in the containers provided. Janitorial fees are not part of the facility usage fee, unless requested by user or required by FBA. Special request for janitorial services shall be noted on the application form for the use of the facilities.
7. No running on gym floor without athletic shoes.
8. Use of the facilities is limited to only those areas and activities which have been agreed upon and indicated on the application form.
9. Responsible supervision must be present at all times.
10. If any damage to the facility or equipment should occur, the user agrees to reimburse the association for any damage to the building or properties used by him/her or any of their guests.
11. Written notice must be submitted to the FBA if the application is withdrawn. The deposit fee will be returned for acceptable reasons. The calendar will then be updated and the facility made available for other usage.
12. Tables, chairs and other equipment are not to be removed from the facility.
13. All pets or animals shall be restricted from the facilities with the exception of those special trained dogs used by handicapped individuals.
14. Courtesy to any other groups meeting at the facilities at the sametime is expected.
15. Tobacco, alcohol or controlled substance use, profanity, gambling or fighting are prohibited on FBA property.
16. The FBA has the right to change or impose additional regulations as deemed necessary at any time without prior notice.
17. Any group or individual automatically and immediately forfeits its rights or permission to use the facilities or premises by infringement of these regulations. In such case the scheduled rental may be immediately terminated by FBA without notice.
18. In cases of extreme weather, or other emergency/or urgent matters, scheduled rentals may be cancelled by FBA. If cancelled by FBA, fees will be returned to the rental party.
19. An organization making application must provide their own insurance coverage.
20. The rental party accepts liability responsibility for activities of their participants. FBA shall not be held liable.

Signature of person responsible: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to these regulations

Applicant must be 21 years of age or older