

FRIENDSHIP BAPTIST CHURCH

FACILITY USE AGREEMENT | 2400 Mortensen Rd., Ames, Iowa 50014



1 EVENT & RENTER INFORMATION

Event name / purpose			
Renter / organization			
Responsible contact			
Mailing address			
Telephone			
Email address			
Event date(s)		Expected attendance	
Access / setup begins		Event ends / exit	

2 APPROVED SPACES & RENTAL CLASSIFICATION

☐ Sanctuary	☐ Office	☐ Classroom(s)	☐ Kitchen
☐ Fellowship Hall	☐ Wedding package		
Classrooms (quantity)		Rental classification	☐ Member ☐ Non-member

3 FEE SCHEDULE (AS PROVIDED BY FBC)

Facility / service	Member	Non-member
Sanctuary (weddings)	\$900	\$1,200
Office	\$100	\$125
Classroom (per room)	\$140	\$175
Kitchen	\$300	\$350
Fellowship Hall	\$300	\$350
Cleaning (if applicable)*	\$75	\$100
A/V technician (if applicable)	\$150	\$200
Wedding package (sanctuary, kitchen, hall)	\$1,400	\$1,700

*The original form listed two cleaning charges. This agreement treats them as one cleaning fee; FBC must confirm whether additional cleaning charges are intended.

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4 CHARGES, DEPOSIT & PAYMENT

Selected facility fee(s) \$

Additional charges \$

Total agreed rental fees \$

Balance due \$

A \$300 non-refundable reservation deposit is due when this agreement is signed and is credited toward the total rental fee. Remaining fees are due at least 14 calendar days before the event. A reservation is not confirmed until FBC approves the event and receives the required deposit.

If approved event use extends beyond the agreed time, an additional \$75 per hour applies. FBC must authorize any extension; additional time is not guaranteed. The minister's wedding fee, including any consultation or counseling, is negotiated and paid separately to the minister.

Payment method: ☐ Check ☐ Cashier check ☐ Money order ☐ Cash App

Returned checks: FBC may assess a dishonored-check surcharge only as permitted by applicable Iowa law and required notice provisions, up to \$30 under Iowa Code section 554.3512. All check payments must clear before the event.

5 CANCELLATION & REFUNDS

Renter cancellation must be sent in writing to the church contact designated below. If received at least 30 calendar days before the event, FBC will refund 50% of rental fees paid, excluding the \$300 non-refundable reservation deposit. No rental-fee refund is due for later cancellations. FBC may agree in writing to a different result.

FBC may cancel for a material breach, misrepresentation, or a material safety risk. If FBC cancels solely because the facility becomes unusable through no fault of the renter, FBC will refund amounts paid to FBC for the affected reservation. Other remedies remain subject to applicable law.

6 USE, SUPERVISION & HOUSE RULES

- Use the premises only for the approved event, areas, dates and times; FBC retains control of the property.
- Maintain safe, lawful and respectful conduct; follow reasonable instructions of FBC representatives.
- Supervise all minors and guests; obtain any legally required permits, licenses and approvals.
- Do not move furniture, fixtures or equipment without advance FBC approval.
- No alcohol, tobacco, controlled substances, fireworks, open flames or hazardous materials without express written approval and compliance with law.
- No duct/scotch tape, nails or staples on building surfaces; no glitter or confetti.
- Return the approved areas clean and in substantially the same condition, ordinary wear excepted.



7 SAFETY, DAMAGE & RESPONSIBILITY

Damage and cleanup

Renter is responsible for reasonable documented costs to repair damage to FBC property caused by the renter, its contractors or attendees, beyond ordinary wear and tear, and for extraordinary cleaning made necessary by the event.

Injuries and personal property

Each party remains responsible for its own acts and omissions to the extent provided by Iowa law. FBC does not insure the renter's personal property and does not assume responsibility for loss or theft except to the extent liability is imposed by law.

Indemnification

To the extent permitted by Iowa law, renter shall defend and indemnify FBC against third-party claims, damages and reasonable expenses arising from renter's or its guests' negligent or wrongful acts, except to the extent caused by FBC's own negligence or wrongful conduct.

Insurance

FBC may require proof of event liability insurance and additional-insured status as a condition of approval, if specified in writing before execution. No coverage is represented as included in the rental fee.

Emergency and access

Renter shall keep exits, corridors and accessible routes clear; observe lawful occupancy limits; and immediately report hazards, damage or emergencies to the designated church representative.

Wi-Fi and technology

Any separate FBC Wi-Fi policy applies only if provided to the renter and attached to this agreement. Use of A/V equipment or church technology requires prior authorization.

Governing law and entire agreement

Iowa law governs. This agreement and any signed, attached addenda constitute the parties' entire facility-use agreement. Changes must be in writing and approved by both parties. If a provision is unenforceable, the remainder remains effective to the extent lawful.

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8 SPECIAL EVENT DETAILS / ATTACHMENTS

Wedding ceremony (including setup / breakdown)

☐ Rehearsal requested

Date / time

Special terms / approved exceptions

☐ Wi-Fi policy attached

☐ Additional rules attached

9 ACKNOWLEDGMENT & SIGNATURES

By signing, each party confirms that it has read and agrees to this agreement, that the renter's signer is authorized to bind the renter, and that facility use is subject to FBC's written approval.

Renter printed name

Renter signature

Date

FBC Leadership Team Representative

FBC Leadership Team Representative Signature

Date

10 CHURCH OFFICE USE ONLY

Approval / deposit received

Final payment received

Access coordinator

Closing inspector

Church contact email for cancellation notices

Post-event additional charge / adjustment \$

Date

Reason / notes