

Facility Use Application

Knightdale Baptist Church
15 Main Street
Knightdale, NC 27545
(919) 266-2471

Application Date: _____

Name of Organization: _____

Applicant Name: _____ Daytime Phone: _____

Address: _____ Evening Phone: _____

Rental Date Desired: _____ Times of Use/Occupancy: _____

Purpose: _____

KBC Contact: _____ Phone: _____

Liability Insurance? Yes No Name of Company Issuing Insurance: _____

I have read the Facility Use Guidelines and agree to abide by all of the rules at all times while using the facilities at Knightdale Baptist Church.

Signature of Applicant: _____

Items/Facilities Requested:

- | | |
|--|---|
| _____ FLC Gymnasium & Kitchen \$150/hour | _____ Large Class Room \$50/hour |
| _____ FLC Gymnasium \$70/hour | _____ Small Class Room \$25/hour |
| _____ FLC Gymnasium w/serving window & ice \$70/hour | _____ Conference Room \$25/hour |
| _____ FLC Gymnasium w/scoreboard \$90/hour | _____ Table w/6 chairs \$20 per rental (Qty. _____) |
| _____ FLC Walking Track \$20/hour (2 hour minimum/day) | _____ Stage \$25 per rental |
| _____ Fellowship Hall & Kitchen \$40/hour | _____ Chairs \$1.50 ea. (Qty. _____) |
| _____ Sanctuary, Bride's Room & Grooms room \$350/rental | _____ Sound System Technician |
| _____ Lower Large Parking Lot \$425/rental | _____ Upper Small Parking Lot \$165/rental |

**** All rentals require a \$150 deposit refundable upon completion of rental period, and upon satisfactory inspection by a member of Knightdale Baptist Church. If the facilities/parking lots are not satisfactorily cleaned/policed upon inspection, the deposit will be forfeited and used to hire someone to clean the facilities/parking lots. In the event a group is renting for an extended period of time, an inspection will be made at the end of each evening. If a deposit is forfeited an additional deposit will need to be made before a group can continue renting the facility or their future events will be cancelled. In addition, events cancelled with less than two weeks notice forfeit the \$150 deposit. ****

Church Use Only

Approved: Yes No Date: _____ Deposit Paid: _____ Certificate of Insurance or Waiver Attached: Yes No

Deposit by ___ Check ___ Credit Card: Visa Mastercard Name on the Card _____

Card Number: _____

Exp. Date: _____ Security Code: _____

Check Deposit Returned in Full: Yes No (If no, attach Damage or Loss of Property Form)

Conditions/restrictions/special request for rental: _____

November 2021

Knightdale Baptist Church Covid-19 Addendum to Facilities Use Policy

Knightdale Baptist Church has begun implementing strategies to safely reopen facilities for public usage to our community. This addendum outlines safety measures taken by the church and additional responsibilities for parties using the FLC facilities. Please note, activities conducted within the FLC must comply with current North Carolina executive orders and are not exempt on the basis of religious activities. **Failure to comply with federal or state mandated regulations could result in suspension of future usage.**

Use of the FLC is limited to the downstairs gym floor and bathrooms. The kitchen, upstairs area, and/or break out rooms are **NOT** currently available for use. The facility will be sanitized prior to usage. Downstairs bathrooms will be supplied with soap and disposable towels. **Groups must supply their own hand sanitizer for participants upon entering the building.**

Reminders:

- All participants in attendance must have a no fever (less than 100.4 degrees) and no COVID-19 related symptoms when entering the building.
- All participants must practice good hygiene and follow necessary safety protocols when using the building. It is the responsibility of the user/group to ensure the safety of the participants while using the FLC.

By signing this agreement:

- You understand the requirements, limitations, and responsibilities for using the Knightdale Baptist Church Family Life Center facilities and agree to abide by outlined procedures.
- You will adhere to the most current Wake County mandates determining attendance capacity and mask requirements.
- You will notify the church immediately should a member of your group test positive for COVID-19 within 14 days of your event. Names are not required, but it is necessary for sanitation and notification of any groups and individuals that also enter the building.
- You acknowledge that the COVID-19 virus is highly contagious and transferred via person-to-person contact. Knightdale Baptist Church Family Life Center will be sanitized prior to your arrival, and it is the responsibility of the user/group to ensure proper safety precautions for all participants.

Name of Group

Date

Name of Representative (Please Print)

Signature