



Application to Reserve First Baptist Church Facilities

Organizations / Groups not sponsored by First Baptist Church will need to provide a copy of a certificate of insurance listing "First Baptist Church, Inc." as a "Named Insured" along with any required deposits at least two weeks in advance of an approved event.

Date of Application: 10/16/25

Name of Organization / Individual requesting use of FBC facilities: Kiwanis Club of Bowling Green

EVENT COORDINATOR CONTACT INFORMATION

Name(s): Rod Hutcheson
Phone Number(s): 270-535-0383
E-Mail address: Rod.Hutcheson@gmail.com

EVENT INFORMATION

Name / Description of Event: Weekly Club Meeting

Date(s) Requested: Every Wednesday

Estimated Number of People Attending: 50-60

- Single Event
- Weekly use of specific rooms/areas for regularly scheduled program
 - Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- Co-use of most/all church facilities (with terms determined)

+ 2nd Tuesday of month
Nov. 11 - 4pm - 5:30pm
Ckw/David
(12-20 people)
B-138

Room(s) Requested: Social center, "C"

Event Times: Start Time: 11:30 End Time: 1:30

Arrival Time for Setup: 11:15 Departure Time after Cleanup: 1:30

Other Details / Requests for the event (please attach additional notes to your application if needed):

FOOD SERVICE / KITCHEN USE

Do you plan to use the Kitchen area? YES NO Will you use an outside caterer? YES NO

An FBC staff member, or approved representative, trained on FBC's kitchen gear must be present when any kitchen equipment is used. Dishwashing equipment is to be used by FBC staff only. The caterer or food coordinator for your event must contact the church office to understand the areas available for use. The caterer / food coordinator must clean the kitchen facilities after use and leave them in the same condition as before they were used.

FOR OFFICAL USE ONLY-----

Approved? (Circle) Yes No Date of Decision: _____ By: _____
Deposit / Fees Assessed (Circle) Yes No If so, what amount: \$ _____



Guidelines & Agreement for the Use of First Baptist Church's Facilities

First Baptist Church is a community of believers in Jesus Christ as Lord and Savior who are seeking to advance God's Kingdom through worship, Bible study, missions, evangelism, fellowship, and prayer. We exist to worship God, to make disciples of the Lord Jesus Christ, to help build strong and healthy families, and to make a difference for good in the world around us.

We hope that all who enter our doors and enjoy the space that God has provided to us, will be blessed with the realization that Jesus Christ loves them and desires to have a personal and everlasting relationship with them!

An *Application for Use of Church Facilities* form must be completed and approved by the ministerial staff ***before an event*** agreement may be signed and your event put on the church's calendar. **Completion of the "Application for Use of Church Facilities" means your event will be reviewed but it does not mean your event has been officially approved or will be booked.**

Usage requests should be submitted as early as possible. Last minute requests (less than 2 weeks notice) might not be able to be approved due to prior facility commitments or a lack of staff availability. Completed forms should be submitted to the administrative assistant at the church's main office.

General Agreements:

MEMBERS AND GUESTS using the facilities of First Baptist Church Inc., Bowling Green (FBC-BG) are expected to act, speak, and behave in a Christ-like manner.

1. FBC-BG agrees to let BG Kiwanis (hereafter "user) use the space approved on the attached Facility Use application for the approved purpose and dates on the application. Rod Hutcherson is the contact person for FBC-BG and is the contact person for user to coordinate the details of usage.

2. Fee Agreement. User agrees to pay FBC-BG _____ for the use of the premises in accordance with the attached detailed schedule of fees. User understands that the expenses for any damages that result from the activities of participants in their event are subject to being billed to the user. User also understands that any extraordinary messes that result in overtime cleaning expenses for the church are subject to being billed to the user.

3. 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 facility of FBC-BG.

4. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of FBC-BG. (If any questions and for clarification, please discuss the purpose of the event with a member of the church's Ministerial Staff.)

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

6. User agrees that it is solely responsible and agrees to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending user's function at the above-described facilities.

7. User agrees to not bring or allow Alcoholic beverage(s) or illegal substances on any of the premises of FBC-BG. Tobacco products are not allowed to be used inside the facility.

8. Organizational Users: User promises and warrants that it carries liability insurance according to the specifications outlined below. The User will provide a certificate of insurance to FBC-BG 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 "First Baptist Church, Inc." an "additional insured" on User's policy with respect to the use by User of FBC-BG's premises.

- Worker's Compensation and Occupational Disease Insurance in accordance with the applicable law or laws; Employer's Liability Insurance with limit of at least One Million (\$1,000,000) dollars.
- Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million (\$1,000,000.00) dollars per occurrence and TWO Million (\$2,000,000) Dollars in the aggregate.
- Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million (\$1,000,000.00) Dollars.
- Umbrella / Excess Liability Insurance with a limit of no less than One Million (\$1,000,000) minimum per occurrence.
- The amount of insurance contained in the aforementioned insurance coverages shall not be construed to be a limitation of the liability on the part of [lessee/renters name].

Groups without liability insurance will be evaluated on a case by case basis as to whether they will be approved to reserve facility space by the executive pastor and / or the trustees of FBC-BG.

Individual Users: User promises and warrants that User will inform each participant of the guidelines contained in this agreement.

9. User agrees to hold harmless, indemnify and defend First Baptist Church, Inc. (including First Baptist's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/ communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using First Baptist's facilities, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of First Baptist Church (including Owner's agents, employees and representatives) or otherwise.

10. 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.

11. 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.

12. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party. In the event that First Baptist must cancel this agreement, User will be entitled to any deposit User has paid. However, in no event will First Baptist 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 First Baptist has been advised of the possibility of such damages.

13. User understands that FBC-BG may be required to close its campus and cancel their event with little or no notice due to severe weather situations or unexpected emergencies. Example – FBC-BG is a partner with the Red Cross and can be called upon to serve as an emergency shelter in times of local/regional crisis. In the event of an emergency cancellation, FBC-BG will work with the user to reschedule or will refund any deposits associated with that event date.

14. 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.

15. 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.

Additional Agreements (list below if needed)

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

FBC-BG Staff Contacts for the Event

Primary – _____

Phone: _____

Secondary – _____

Phone: _____

First Baptist Church, Inc. Rep.

Name: _____

Date: _____

Title: _____

Signature: _____

USER

Name: Rod Hutcheson

Date: 10-16-25

Title: President

Signature: RodH