

**FRIENDSHIP BAPTIST CHURCH**  
**2912 Pleasant Grove Road**  
**Lansing, MI 48910**  
**(517) 394-6369**

**Facility Use/Rental Informational Sheet**

Friendship Baptist Church (FBC) facilities are maintained for God's glory and to promote His kingdom on earth. Use of our facility must follow the rental policies (contract). FBC will not allow use of its facilities by individuals and organizations whose mission, vision, values, and purpose are contrary to those of this Church. While using this facility, it should be used with reverence and dignity.

**Reservations**

No person or group shall conduct an activity without prior approval from the FBC's Trustee Board.

FBC ministries and auxiliaries may schedule and conduct internal events without any rental fees. To reserve a room, the Internal Facility Use Form must be submitted and approved, prior to use.

Members, non-members, and groups may conduct an approved activity in accordance with the rental fee contract and schedule; rooms will be subject to availability.

Members/Public rental requests for events not related to FBC worship services and programs must contact the Church Office to determine if the date, time, and room(s) are available. An appointment will be scheduled to discuss the event's details with the sub-committees of the Trustee Board, the Facility Use Committee and the Events Coordinating Committee. Rental dates, times, uses, rates, and other details will be discussed prior to renting.

Events not related to FBC services and programs may be subject to liability insurance with a minimum limit of \$500,000 with FBC as the additional insured. The Certificate of Insurance will be requested as documentation. The insurer will assume responsibility for any damages to FBC's internal and external property during the rental times and from the rental use.

Friendship Baptist Church is-not responsible for any lost, stolen, or damages items.

**Hours and Approved Operations**

FBC is open for rental during the following times:

Monday-Friday: 8:00 AM to 10:00 PM

Saturday: 8:00 AM to 11:00 PM

Sunday: 3:00 PM to 9:00 PM

Rental time rates include the event/activity, setup/decorating, and cleanup.

The Sanctuary is to be used for weddings, funerals, worship services, concerts, and any associated rehearsals. All activities held in the Sanctuary must have the Pastor's prior approval, with any necessary discussions, including with a visiting Minister.

The A/V Technician will be designated by the Church's Trustee Board. There are no external users.

Renter is to provide musicians. The Church piano and organ will be available for use.

For internal events, the Kitchen and Fellowship Hall will be under the supervision of a Member-Staff. FBC auxiliaries may prepare and cook food on-site.

For external events, renters can only warm the food in the Kitchen. Kitchen rental will be under the supervision of the Church Kitchen Staff.

All children and youth activities must have adult supervision.

For physical activities (exercise/fitness programs), where a fee may or may not be charged to participate, the Renter must provide a copy of their professional trainer, fitness, or exercise certification and a copy of their Certificate of Insurance (minimum of \$1 Million) that absolves the Church of any injury sustained while using the facility.

A separate check for \$300 is the required security deposit and returned after the damage assessment of the rented areas.

*Approved by Trustee Board*  
*3/11/2023*

## Rental Fee Schedule

Room(s)	Members	Non-Members and External Organizations
Sanctuary with AV Staff and Choir Room (1-4 Hours)	\$400	\$630
Fellowship Hall, Kitchen, and Lounge (1-4 Hours)	\$300	\$530
Sanctuary with AV Staff, Fellowship Hall, and Contiguous Rooms (1-4 Hours)	\$500	\$730
AV Staff in Fellowship Hall (1 hour)	\$20	\$20
Choir Room, Conference Room, or Lounge (1 Hour)	\$70	\$100
Classroom (1 Hour)	\$25	\$50
Fellowship Hall-Table/Chairs Setup for 55 (Extra in increments of 20)	\$25	\$25
South (Large) Parking Lot-Snow removal and salting will be based on the Church's annual contracted cost.		

## Rental Rules

- a. Maximum rental time is 8 hours in a day.
- b. Rental hours includes setup and cleanup/takedown.
- c. Prices for times extending after the contracted hours will be prorated.
- d. There is no on-site cooking for Church external events. Food warming is permissible.
- e. Must bring plates, silverware, glasses, cups, napkins, paper towels, gloves, punch bowls, etc.
- f. All cleaning supplies (trash bags, cleaning solvents, dishwashing detergent, etc.) will be provided.
- g. Use of the refrigerator, freezer, stove, oven, ice machine, and garbage disposal is permitted.
- h. Decorations are allowed after discussion with the Church.
- i. No food or beverages allowed in the Sanctuary, Lounge, or classrooms.
- j. No pets/animals allowed, except as described in the American with Disabilities Act (ADA) and the Michigan Elliott-Larsen Civil Rights Act (Public Act 453 of 1976).
- k. No structural changes to the furniture, building, grounds, and parking lot without prior approval.
- l. No red- and purple-colored beverages and liquids.
- m. No children/youth activities (up to age 21) without Church-approved adult supervision.
- n. No use of nails, tape, tacks, or glue on bulletin boards and mounted temporary decorations.
- o. Use only dry-eraser markers on the whiteboards and erase/clean board at the end of the event.
- p. Proper clothing should be worn by all attending.
- q. Private security will be at the cost of the Renter.
- r. There is no cigarette/cigar smoking, vaping products, alcoholic beverages, marijuana/cannabis products, or illegal drug use inside or on external Church grounds.
- s. Political meetings and activities are prohibited in accordance with IRS Code Section 501(c)(3).
- t. Request for audio-visual/musical set-up must be submitted to the Trustee Office at least one week prior to the scheduled event.
- u. Report all injuries and accidents to the Trustee Office (Room 39), ASAP, and failure to report may result in possible waiver of any and all claims.

### **Vision Statement**

*Church of Love who Helps People Know Jesus!*

### **Mission Statement**

*To Grow in Christ and in Service to the Community!*

*Approved by Trustee Board  
3/11/2023*