



## Fitness at Houston's First Party Reservation Contract

This agreement is a Use and Rental Agreement entered into by and between First Baptist Church of Houston, herein referred to as "HFBC" and the undersigned party or parties, herein referred to as "USER."

### Agreement to Pay:

USER agrees to pay both Party Reservation Fees and Party Remaining Fees to HFBC for the permitted use of the Fitness at Houston's First Party Facilities. Facilities rental fee will be based on "Regular Hours" or "After Hours" rates. Please see [Parties Website](#) for detailed rate information.

A Reservation Fee of fifty dollars (\$50) shall be paid as a non-refundable, non-transferable deposit to HFBC upon party reservation submission and party reservation approval. The Reservation Fee (\$50) is required to confirm the event. An event may be cancelled if the Reservation Fee is not received within forty-eight (48) hours of the event being approved. The Reservation Fee is a stand-alone fee and will not be applied to the Party Remaining Fees.

The total balance of the Party Reservation Fees and Party Remaining Fees are required thirty (30) days prior to the event, or the event will be cancelled.

### Cancellations and Refund Policy:

Cancellations less than thirty (30) days from the day of the event are non-refundable and non-transferable (includes Reservation Fee and Party Remaining Fees).

USER may receive a refund of the Party Remaining Fees if the party is cancelled more than thirty (30) days from an event. All refunds are at the sole discretion of HFBC.

### Statement of Faith:

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the [Baptist Faith and Message](#), which is referenced in the church's bylaws and available on the HFBC website. Furthermore, church facilities may not be used for activities that contradict, or are deemed inconsistent with, the same faith and message.

The pastor, or his official designee, is the final decision-maker concerning use of church facilities. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. (Col. 3:17.)

Fitness at Houston's First Staff have the right to cancel or immediately stop a party in process if they deem a party conflicts with the Baptist Faith and Message. No refunds will be processed if this were to occur.

### Building Etiquette:

Persons shall conduct themselves in the church facilities at all times in such a manner as will not bring reproach on the name of Jesus Christ. The building and facilities shall be treated with the respect due a place of worship. Acts of vandalism and desecration shall not be tolerated under any conditions. The following policies of etiquette shall be adhered to at all times:

- Attaching signs, banners, or posters to painted surfaces using glue, sticky tape, thumb tacks or suspending decorations from the ceiling is prohibited (painter's tape or frog tape is permissible).
- Decorations must be removed in a timely manner, so the area can be cleaned for the next party.
- Placement of temporary decorations, signs, or other items must not be in violation of appropriate codes and standards (i.e. building, fire, safety, electrical) set by governing agencies, HFBC policy, or Facilities Committee Guidelines.
  - Decorations must not cover, touch, or interfere with the visibility or operation of any devices such as electrical, fire alarms or security cameras.
  - Furniture and/or decorations must not obstruct visibility of exits for access or egress.
  - Streamers or equivalent decoration materials are not permitted across doorways.
- Tables must be covered or wiped clean after food/beverage service.

- Food, beverage, and debris caused during decoration process must be cleaned up and discarded in trash cans. Pick up litter and trash and deposit in trash receptacles after the event.
- Persons attending the function must remain in the Party Area and can't wander throughout the building.
  - Off-limit areas to all parties include: walking track, fitness room, weight room, men's and women's locker rooms, and gym courts.
- Multi-outlet electrical taps and/or extension cords shall not be used without the approval of the Facilities Director.
- Facilities Department must approve of any appliances to be used at the church to verify their purpose and safe usage.
- Guests are responsible for their own decorations.
- Use of candles, open flame, hot plates, waffle irons, portable stoves, etc. which have a hot surface/open flame are prohibited (LED battery candles are permissible).
- Confetti is prohibited.

#### SMOKING

- Smoking shall not be permitted inside any church building or facility at any time. This includes the usage of e-cigarettes and/or vaping kits.
- Smoking on church property is prohibited.
- Representations of smoking (i.e. in table settings, decorations or media presentations) are not permitted.

#### ALCOHOL

- Use of alcohol is not permitted on church property.
- Representations of alcohol (i.e. in table settings, decorations or media presentations) are not permitted.

#### DANCING

- HFBC facilities will not be used for open floor dancing at private events.
- Music playlists must be approved prior to the event.
  - Music must be family appropriate and kid friendly. No derogatory or offensive language is allowed.
  - The Fitness at Houston's First Staff has the right to ask any party attendee to change music at any time. The USER is responsible for maintaining the above music standards throughout their event.

#### Event Standards:

- USER must be present for the entire duration of the event. They must be the first to arrive and the last to leave.
- A late fee of \$50 will be charged every ten (10) minutes if party attendees do not clear the facility at the appointed times.
  - A setup time of thirty (30) minutes is allowed prior to the event, and a cleanup time of thirty (30) minutes is allowed following the event.
- Adult supervision of children is required, and ratios according to Houston's First Baptist Church Children's Protection Policy must be met. Ratios are: 1:10 for children 12 and under, 1:12 for children 13-18 years.
- At no time will children be left unattended. Parties who violate this policy will be given one warning by a Fitness at Houston's First Staff member and following thereafter the party will not be allowed to continue. This is for the safety of all persons involved.
- Facilities may accommodate a maximum attendance of 50 people (Regular Hours Party) or 70 people (After Hours Party).
- HFBC facilities, equipment, and personnel are governed by procedure which gives priority to HFBC'S own programming over outside groups. Reservations, in partial or whole, may be cancelled at any time for HFBC programming to occur.

**Parking/Parking Lot Usage:**

- Motorized vehicles are not permitted on the facility walkways except under special circumstances and with prior approval from the Facilities Director.
- Guests parking onsite and in remote lots shall adhere to the following:
  - Use of alcoholic beverages is prohibited.
  - No responsibility on part of HFBC is accepted for loss or damage to vehicles on the church property.
  - Leaving trash or litter in the parking lots is prohibited.

**Food/Beverage Service:**

Food and beverages shall only be served and consumed in the HARBOR ROOM. The following policies shall be complied with:

- Food and beverages must be served and consumed within the confines of the user's reserved space.
- Prior to leaving the area, the person in charge shall see that:
  - All waste resulting from food / beverage service must be disposed of.
  - All leftover refreshments must be disposed of.
  - All spills are to be cleaned immediately and the Facilities Department contacted.
- There is no onsite catering option at HFBC.

**Set Up and Equipment:**

- Set-up in the HARBOR ROOM (party room) includes: (8) 48" round tables, (6) chairs per table, and (3) 6' x 30" rectangle tables.
  - USER may move the set-up arrangement to their liking provided they return the set up to the original design after their event.
- Fitness at Houston's First provides bowling balls and game equipment. USER is responsible for reporting all broken or missing equipment to a Fitness at Houston's First Staff member.
- A bounce house is available for an additional fee. Please see Parties Website for details.
  - USERS can't bring their own bounce houses or inflatables.

**Bowling Alley Requirements:**

- Socks and closed-toe shoes are required for bowling.
- Fitness at Houston's First does not provide socks or shoes.
- Tennis shoes may be substituted for bowling shoes. Open-toe shoes are prohibited in the bowling alley.
- Children must have adult supervision always when the bowling alley is operational.
- Walking on the bowling lanes is prohibited for both children and adults.
- Any behavior which is deemed by Fitness at Houston's First Staff as dangerous or negligent may result in the bowling alley being turned off and USER and guest will not be allowed into the bowling alley. No refund will be given if the above occurs.

**Outside Vendors or Entertainment:**

- No reptiles or amphibian petting zoos or animal shows are permitted onsite at HFBC.
- Performances by magicians or illusionist must be faith based and must not express views, stated or implied, that contradicts the Baptist Faith and Message.
- Rentals from outside vendors must be picked up the same day as the event (HFBC will not be responsible for overnight storage).
- Our facilities crew will not be responsible for setting up or removing rented furniture or recreational party equipment (inflatables, etc.)
- Vendor must provide HFBC with a certificate of insurance naming HFBC as certificate holder.
- User will submit a list of vendors/entertainers 14 days prior to the event. Please note all vendors or entertainers on Party Reservation Form. HFBC reserves the right to approve or deny all vendors/entertainers.

- If a Fitness at Houston's First employee deems any vendors or entertainers to fail to uphold the Statement of Faith and/or HFBC Policies, they reserve the right to dismiss the vendors or entertainers immediately from the church premises, all associated cost would be the responsibility of the USER.

*NOTE WELL: All of the foregoing must be done in accordance with normal HFBC procedures. User acknowledges receipt of such policies and consents to abide by them. It is the responsibility of the User to adequately inform subcontractors, vendors and exhibitors of said policies.*

**User Liability and Damage Notice:**

- User assumes all liability for any accidents, damages, or injuries to their visitors, invitees, self or to HFBC staff or property.
- The Facilities Department or HFBC in general is not responsible for the maintenance or safekeeping of any personal items, furnishings, decorations, and accessories.
- Renter will be responsible for reimbursing HFBC in the event of damage to HFBC property.
  - User will be responsible for reimbursing HFBC for the full price of repair or replacement in the event of damage to HFBC property or equipment due to negligence or misuse.
- Any items left after the event shall be deemed to have been abandoned by USER and their sub-contractors and will be disposed of by HFBC in whatever manner it chooses. This paragraph applies to any goods, items, merchandise or equipment brought into the HFBC facilities from outside of the HFBC facilities.

Any changes, amendments, additions or deletions to this agreement must be in writing and signed by HFBC and USER.

Violations to these Policies & Guidelines at Houston's First Baptist Church may, in addition to what has been indicated above, lead to future restrictions on the offending party.

USER agrees and will follow the above stated Standards of Fitness at Houston's First at HFBC.

USER agrees to this contract, and all that it entails, when party reservation is submitted by the USER and the fifty (\$50) dollar Reservation Fee has been paid to HFBC.

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Name (Please print)

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Signature (Parent/Guardian if under 18 years of age)

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Date