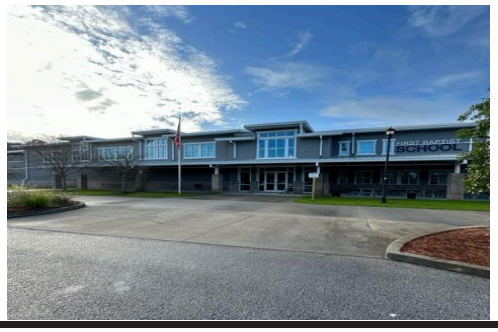
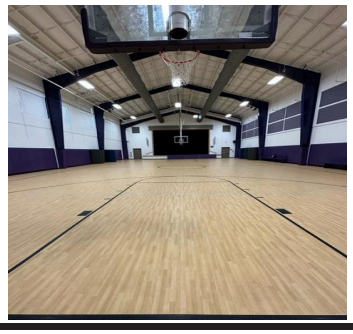
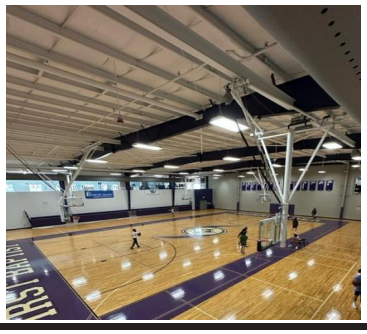
# First Baptist School


## 2025-2026

# FACILITY USE AND RENTAL GUIDE





The First Baptist School of Charleston welcomes the use of school facilities when school is not in session. FBS is focused on providing Academic Excellence with a Christian perspective to students of FBS and also supports the community through the rental of school facilities. Facility use for events and rentals is managed by the Head of the School's office, Director of Auxiliary Programs, Anne Redner and the James Island Facility Coordinator, Helen Brown.

This booklet outlines the rules and fees for the use of school facilities. See what FBS can offer you!

Sincerely,

Dr. Justin Mitchell, Head of School

# FBS Facility Use and Rental Guide

## Contents

# General Process For Facility Use

The process for requesting use of school facilities begins by submitting a request on the FBS website and contacting the James Island Facilities Coordinator.

1. Complete and submit the Facility Use Agreement (without signature) on the FBS website.
2. The Director of Auxiliary Programs meets with the individual submitting the request and completes the cost estimate, and discusses the requirement for evidence of liability insurance.
3. The individual submitting a request signs off on the agreement, rules, and regulations.
4. The Director of Auxiliary Programs submits the completed cost estimate and signed agreement form to the Head of School for approval.
5. Long-term rental requests are coordinated as above, but also require approval from the Head of School and the Director of Auxiliary Programs. Long-term use requests are recurring or ongoing events held on a consistent basis over a period of time.
6. Once requests are approved, the FBS facility rental agreement is signed by the Head of School and Director of Auxiliary Programs. The rental agreement will only be signed when all parties are in agreement with the proposed terms and in keeping with FBS's statement of faith and all rules and regulations.
7. All Facility Use Requests, Rental agreements, and Certificates of Liability Insurance must be received, signed, and submitted no less than ten (10) business days prior to the event. Failure to submit requests, rental agreements, and/or certificates of liability insurance ten (10) business days in advance will result in cancellation of any agreement and the event.
8. Payment for the event covering estimated expenses is due to the Business Office ten (10) business days prior to the event. **This amount is payable by check**. Please make checks out to **First Baptist School**. Failure to pay estimated expenses in full ten (10) business days in advance will result in cancellation of any agreement and the event. (All fees must be paid at the same time.)
9. Any additional charges incurred related to extended rental times, personnel costs, equipment usage, etc. for the event are to be remitted within ten (10) business days after the event.

# Insurance Coverage Required For Facility Use

All non-FBS groups using FBS facilities must provide evidence of liability insurance with limits of coverage listed below:

- The certificate must specify the effective date of the general liability policy. These dates must cover the date or dates being requested for the use of FBS facilities.

## Limits of coverage shall be indicated on the Certificate of Insurance as follows:

All non-school-affiliated groups will be required to furnish a comprehensive general liability insurance policy including contracted coverage in an amount not less than $1,000,000 per occurrence and $2,000,000 annual aggregate and fire legal property liability, and $75,500 for property damage with no deductible, with an insurance company authorized to do business in South Carolina, naming the school as an additional insured.

A copy of the certificate or statement must be forwarded to the Business Office ten (10) business days prior to the event.

First Baptist School must be named by the Certificate Holder as follows:

First Baptist School of Charleston
48 Meeting Street
Charleston, SC 29401

# Fees Chart (Hourly Rate)

| INDOOR FACILITIES | One-Time Cleaning Fee | Rental Fee |
|---|---|---|
| **Aux Gym w/stage** | | |
| Seating capacity 200 or less | $200 | $125/hr |
| **Classroom** | | |
| High School | $75 | $25/hr |
| **Gymnasiums** | | |
| Auxiliary Gym (no seating) | $200 | $60/hr |
| Main School Gym | $200 | $150/hr |
| **Media Center** | | |
| High School | $75 | $60/hr |
| OUTDOOR FACILITIES | | |
| **Baseball / Softball Fields** | $200 | $50/hr |
| **Parking Lots / Commons Areas** | $100 | $200/day |
| **Practice Fields** | $200 | $50/hr |
| **Football Stadium** | | |
| Seating capacity 1,000 or less | $200 | $150/hr |

**Faculty and Staff Facility Usage Discount Policy**

**Eligibility**

- Full-time and part-time faculty and staff members are eligible.
- Seasonal staff are **not** eligible for this discount.

**Discount**

- A 20% discount will be applied to facility usage fees.
- This discount and Facility Usage are **not** applicable to private parties or social events.

**Requirements**

To qualify for facility usage, the following documents must be submitted and approved prior to use:

1. Certificate of Liability Insurance
2. Facility Usage Agreement

**Approval**

All requests for facility usage are subject to review and must receive prior approval in accordance with school policies and procedures.

**One-Time Cleaning Fee**: All Programs and Agencies will pay a cleaning fee to offset the cost of utilities, general maintenance, and upkeep of the facility.

## Equipment Use Fees

| | |
|---|---|
| Athletic Scoreboard/Gym Clock | $50/event+technician |
| A/V Screen | $25/event |
| Microphone (corded) | $25/event |
| Microphone (cordless) | $30/event |
| Portable Sound System | $100/event+technician |
| Multimedia Projectors | $50/event+technician |
| Piano | $45/event |
| Piano Tuning | $200 |
| Risers (per set) | $135/event |
| Spotlight | $40/hr |
| Stage Lights | $10/hr |
| Tables- 6ft, 8 person round, 8ft | $10 per table per day |

## Personnel Expenses

Listed are estimated hourly wage expenses that may be incurred for event staffing. Actual expenses will be included on the final event invoice. Overtime rates may apply.

**ESTIMATED RATES**

| | |
|---|---|
| Custodian | $20/hr |
| A/V Support | $20/hr |
| Uniformed Security (Police - this is based on availability of officers) | $46/hr (3 hr min) |

# Requirements for Use of Facilities

**Supervision**
An FBS authorized custodian is required to be on duty in the facility during the rental of any school facility. A facility supervisor may be required in addition if deemed necessary by the Director of Auxiliary Programs. Use of outdoor facilities will be supervised by a FBS employee or designee approved by the Director of Auxiliary Programs. Additional personnel may be required for rental depending on the nature of the event.

**Custodial Services**
The Director of Auxiliary Programs will make necessary arrangements for custodial services. Custodial services include opening and closing the building and normal cleanup. Custodians will assist with basic setup, such as arrangement of tables and chairs. Custodians are not required to help load, unload equipment, or set up audiovisual equipment. Custodians are required to be on-site during the entire rental.

**Specialized Equipment**
Use of the school facilities does not include the use of school equipment unless specifically permitted. Special school equipment (stage equipment, etc.) will require the use of school
employees or personnel contracted by the school, trained for stage equipment use. These costs will be added to the rental fee.

**Time Restraints**
Evening events are to end by 11:00 p.m. unless special arrangements have been made or local noise ordinances would be violated. Facilities are to be completely vacated according to the terms of the rental agreement. Failure to vacate facilities or failure of events to end at the times specified in the rental agreement will result in a financial penalty assessed to the user.

**Gymnasiums**
Proper athletic shoes that will not scuff or mark the playing floor are required; marking or scuffing footwear of any kind is prohibited on gym floors. For non-athletic activities, an acceptable floor cover must be approved.

**Liability**
The person and/or organization renting facilities assumes responsibility for orderly and careful use of the school facilities. The applicant assumes liability for any damage or loss of property that may occur and agrees they will hold FBS harmless for claims arising out of the use of the school buildings or grounds, for the function being sponsored, on the specified date or dates.

*Requirements for Use of Facilities – continued*

**Long-Term Use**

Long-term use requests are recurring or ongoing events held on a consistent basis over a period of time no longer than a FBS fiscal year. All contracts/permits for long-term use of district facilities (churches, club use of athletic facilities) expire May 31st. Applications for renewal must be submitted a minimum of thirty (30) days in advance of contract/permit termination to FBS's Business Office.

To establish the initial long-term use, groups must abide by the following:

1. Meet with the Director of Auxiliary Programs and complete a Facility Use Request to establish availability of the location, determine the fee estimate, and obtain Head of School approval.
2. Approval must be given by the Head of School to execute a rental agreement for long-term use. All contracts are based on an annual renewal date of May 31st.

**Permit Application**

The granting of a rental agreement for the use of one part of a building or grounds confers no privileges for the use of any facilities or part thereof other than those stated in the rental agreement (i.e., permitted use of a gymnasium does not include use of locker rooms or concession stand
without specific inclusion in the rental agreement). Nor does the rental include any other time or times outside of times indicated on the rental agreement ( i.e., event setup preparation or rehearsals must be included in the times within the rental agreement).

**Cancellation**

A permit/contract is non-transferable and non-assignable. If the event is to be cancelled, the applicant is to notify the Director of Auxiliary Programs at least forty-eight (48) hours in advance of the date reserved. A full refund of fees received will be made. **Applicants not giving 48 hours advance notification of cancellation will forfeit all fees paid.**

*Requirements for Use of Facilities – continued*

**Violations:** Any violation of these conditions will result in the immediate termination of this Facility Usage Agreement.

- Violation by a rental agreement holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and the denial of any agreements in the future.
- Rental agreements are subject to immediate cancellation if it is discovered that information given on an application is misrepresented or false.
- A rental agreement is subject to immediate cancellation if the use of the facility is discovered to be contrary to any FBS policies, rules, and regulations. Upon notice by a duly authorized agent of FBS, such activity is to cease immediately.
- To ensure safety and proper use of First Baptist School facilities, players, coaches, parents, and siblings must remain in designated areas, use only approved equipment, and access the gym only during the scheduled contracted time.
- The FBS and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

**Limitations of Use**

Any violation of these rules will result in immediate cancellation of any rental and/or event and prohibit the applicant's future use of FBS property.

- The Head of School or designated representative shall have full and free access to the premises at all times to observe rental activities.
- The FBS is charged by law with the responsibility for school facilities and must reserve the right to deny the use of school facilities when FBS deems it necessary or is in the public interest. FBS may designate a staff member to act in this capacity.
- No school facility, building, or grounds will be used for unlawful purposes.
- Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder nor be abusive of other groups or individuals by reason of race, creed, or color.
- No school facility is to be used for any other purpose or in any other way than its designed use without prior written permission.
- No group that limits membership in, or attendance at, its activities on a basis of race or color shall be allowed to use the school buildings or grounds.
- No alcoholic beverages, smoking or vaping/e-cigarettes, and any controlled substances will be permitted at any time either inside the facility or on school property. Violation of this rule will prohibit future use.

**Additional Approval**

Additional approval is required by the Head of School when the use is considered:

- A non-FBS or non-school-based event that sells tickets, conducts raffles, accepts admission donations, and/or results in monetary gain.
- A fundraising event whereby less than 100% of the funds collected are a direct benefit to the school.

FIRST BAPTIST SCHOOL
*of* CHARLESTON

ACADEMIC EXCELLENCE — CHRISTIAN PERSPECTIVE

# FIRST BAPTIST SCHOOL OF CHARLESTON-JAMES ISLAND CAMPUS
# SCHOOL FACILITIES AND GROUNDS USAGE AGREEMENT

Event fees must be paid 10 business days prior to the scheduled event. Checks are made payable to First Baptist School and can be mailed to First Baptist School Business Office, 48 Meeting Street, Charleston, SC 29401.

| | | | | | |
|---|---|---|---|---|---|
| Contact Person(s): | | | | | |
| Name of Organization: | | | | | |
| Billing Address: | | | | | |
| City: | | State: | | Zip: | |
| Home/Cell Number | | | | | |
| Email | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Purpose for use of space / describe event in detail: | | | | | |
| Total number of guests | | Adults: | | Children: (under 18) | |
| Space(s) Requested: | ☐ Auxiliary Gym (With Seating)<br>☐ Auxiliary Gym (No Seating)<br>☐ Main Athletic Gym<br>☐ Classroom(s)<br>☐ Media Center | | | ☐ Football Field<br>☐ Softball Field<br>☐ Baseball Field<br>☐ Practice Field<br>☐ Parking Lot | |
| Equipment Requested (be specific): | ☐ Scoreboard/Gym Clock (Main Gym)<br>☐ Projector Screen<br>☐ Multimedia Projector<br>☐ Microphone (Corded)<br>☐ Microphone (Cordless)<br>☐ Portable Sound System<br>☐ Keyboard<br>☐ Piano | | | ☐ Risers<br>☐ Spotlight<br>☐ Stage Lights<br>☐ Tables<br>☐ 6ft (rectangular plastic)<br>☐ 8-person (round wooden)<br>☐ 8ft (rectangular plastic) | |

| Spaces Needed | Day(s) of the Week | Beginning Date | Beginning Time | Ending Date | Ending Time | Total Hours |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Do you have liability insurance?

- ☐ Yes (If yes, attach a certificate of insurance naming FBS as an additional insured.
- ☐ No (If no, your request will be automatically denied.)

| | | |
|---|---|---|
| Will food be served? | ☐ Yes<br>☐ No | |
| Will guests be charged a fee? | ☐ Yes<br>☐ No | If yes, list the amount: $ |
| I agree to be billed for any additional hours utilized but not listed on this contract. | | Initials: |

# FIRST BAPTIST SCHOOL OF CHARLESTON-JAMES ISLAND CAMPUS
# SCHOOL FACILITIES AND GROUNDS USAGE AGREEMENT

- The requesting individual/organization will be responsible for any losses, injuries, or damages to person or property which may occur while using or in control of said premises.
- In consideration for use of the premises, the requesting individual/organization agrees to indemnify, save, and hold harmless the First Baptist School (FBS) from any and all claims connected with, in whole or in part, by act or omission of said organization.
- Non-school-affiliated groups shall be required to furnish a comprehensive general liability insurance policy, including contracted coverage in an amount not less than $1,000,000 per occurrence and $2,000,000 annual aggregate and fire legal property liability and $75,500 for property damage with no deductible, and with an insurance company authorized to do business in South Carolina, naming FBS as an additional insured. Insurance certificates shall be provided to the Business Office 10 days prior to the event. **Failure to do so will result in the cancellation of your reservation.**
- The requesting individual/organization assumes full responsibility for the conduct of all persons admitted to the premises.
- The Head of School reserves the right to deny the use of school facilities when the Head of School deems it necessary in the public's best interest. No school facility, building, or grounds will be used for unlawful purposes.
- Individuals/organizations using FBS facilities will conduct orderly meetings/gatherings and not to incite others to disorder, nor be abusive of other groups or individuals by reason of race, creed, and/or color.
- A FBS employee approved by the Facility Use Officer shall be present at all times facilities are in use. Use of outdoor facilities will be supervised by a FBS employee or designee. A custodian and/or a building supervisor are required to be on duty during the use of any school facility, if determined by FBS.
- Events requested should not disturb or be a nuisance to the community surrounding the school. All events shall end by 11:00 p.m.
- No person shall possess, discharge or set off any fireworks, firearms, weapons, or other explosive devices at any FBS facility.
- No person shall discard litter at any facility except in designated receptacles.
- No person shall remove, deface, damage or otherwise injure any structure, sign, fence, equipment, or improvement in or on a FBS facility or grounds.
- No person shall operate or park a motor vehicle in or upon any FBS grounds other than designated parking areas.
- No person shall possess an open container or consume any alcoholic beverages while on FBS property.
- No smoking (including the use of e-cigarettes) is permitted on FBS property.
- No school facility is to be used for any other purpose or in any other way than its designed use without expressed written permission.
- All permits/contracts are subject to immediate cancellation if it is discovered that information given on an application is misrepresented.
- The activity chairman or other person responsible for the event shall carry the facility use permit upon his person during the activity.
- The contract is for the use of designated areas of the facility. Users have no privilege for the use of any area other than those stated in the contract.

- **I have read and agree to abide by the rules and regulations governing facility use in First Baptist School.**

Renter's Signature: _____ Date: _____

**FOR FACILITY OFFICE USE ONLY**

# Internal Fee Calculation/Approval Sheet

| | | | |
|---|---|---|---|
| **Space(s)** | ☐ Auxiliary Gym (With Seating)<br>☐ Auxiliary Gym (No Seating)<br>☐ Main Athletic Gym<br>☐ Classroom(s)<br>☐ Media Center<br>☐ Football Field<br>☐ Softball Field<br>☐ Baseball Field<br>☐ Practice Field<br>☐ Parking Lot | **Total Hours** | **Space(s) Total Fees**<br><br>**$** |
| **Equipment** | ☐ Scoreboard/Gym Clock (Main Gym)<br>☐ Projector Screen<br>☐ Multimedia Projector<br>☐ Microphone (Corded)<br>☐ Microphone (Cordless)<br>☐ Portable Sound System<br>☐ Keyboard<br>☐ Piano<br>☐ Risers<br>☐ Spotlight<br>☐ Stage Lights<br>☐ Tables<br>☐ 6ft (rectangular plastic/15 total)<br>☐ 8-person (round wooden/12 total)<br>☐ 8ft (rectangular plastic/2 total) | **Total Hours** | **Equipment Total Fees**<br><br>**$** |
| **Personnel** | ☐ Custodial<br>☐ AV Support<br>☐ Off-Duty Police Officer | | **Personnel Total Fees**<br>$ |
| **Total Cost to Renter:** | | | **$** |

## Internal Approval Signatures

| | | |
|---|---|---|
| **James Island Facilities Coordinator** | | **Date:** |
| **Head of School** | | **Date:** |

***Usage of First Baptist School facilities is strictly prohibited without the signature of the Director of Auxiliary Programs and the Head of School.***