

## **Activity Building & Other Facility Use Policy & Cost**

This policy does NOT affect regularly scheduled church functions and activities.

1. RCBC functions and activities have priority over others regarding usage of Church facilities. Usage applications are considered in the order received. This usage is intended for church members & families, local community organizations, etc. Decorating for Saturday functions (birthday parties, reunions, showers, weddings, etc.) may begin Wednesday evening following church activities. Sunday afternoon functions may begin set up and decorating following the Sunday morning service. This usage is not intended for political activities, business promotion or other business “for profit” activities.
2. To request use of the facilities, a usage application must be completed and turned into the church office secretary at least one month prior to planned activity. Incomplete/unsigned forms will not be accepted.
3. A usage fee of \$100.00 will be paid by community organizations to cover the utilities (elec, water, etc.), facility up-keep, supplies & insurance costs. Also, a \$100.00 deposit (by separate check) will be required but returned after inspection of the facility. A donation will be accepted, although not required, from church members and families if offered.
4. Facility users will be expected to pay for damage incurred to the church building or property during use by user.
5. When your application is approved (signed), all fees are required to be paid at that time (in advance).
6. Prohibited items in the Activity Building
  - a. No inflatables shall be allowed inside the Activity Building.
  - b. Nothing may be attached to walls, ceilings, or floors that might damage them.
  - c. Small decorations such as rice, confetti, sequins and glitter are not permitted inside the Activities Building.
7. Prohibited items in general
  - a. Devices that might overload electrical circuits or anything else that might be deemed a fire hazard.
  - b. All decorations must be removed.
  - c. Tobacco products & alcoholic beverages on the premises are strictly prohibited.
8. Facility users are required to remain in areas specified in the agreement, and are responsible for keeping group participants confined to those areas. No one shall be allowed in Activity Building Sunday School Rooms, or upstairs, at any time.
9. Rocky Creek Baptist Church is not responsible for any personal possessions belonging to facility users or those attending events sponsored by them. Do not leave valuables such as pocketbooks, clothing, books, etc. unattended.
10. In the interests of security, the church staff or appointed person, may, at their discretion, politely question those on the premises. Facility users are also requested to politely question anyone who arouses their suspicions and to alert a church staff member or appointed person and/or call 911 for the Sheriff's Office if they feel at all uncomfortable.
11. Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
12. Any decorations used outside should be cleaned up by users.
13. Facility users will provide all materials except paper towels, dish detergent, and garbage bags.

14. Only the Activity Building front kitchen will be available for use. Special circumstances may allow for the commercial kitchen to be approved for use. However, use of the commercial kitchen requires a church member experienced in use of the appliances be in charge of the kitchen.
15. At the conclusion of each event, upon leaving the building, you must make certain that:
  - The facility is returned to its condition before the use – including the arrangement of tables and chairs.
  - The floor is swept & mopped if spills occur.
  - If the kitchen is used:
    - All eating and preparation surfaces are washed clean.
    - Coffee grounds are disposed of in the trash, not in the sink.
    - All dishes or other kitchen items are washed, dried, and put away.
    - No food items are left on the premises or in the refrigerator or freezer.
  - Garbage and trash is disposed of properly in trash dumpster near the softball field.
  - All lights and appliances are off.
  - All doors are locked.
16. Failure to comply with any of these provisions will void the usage agreement and a possible additional cleaning fee.
17. Any exceptions to these policies may be approved by the ministerial staff.

Date: \_\_\_\_\_

Purpose: \_\_\_\_\_

(Shower, Birthday party, family reunion, community organization meeting, etc.)

1. Principal contact name: \_\_\_\_\_
2. Principal contact phone: \_\_\_\_\_
3. Principal contact address: \_\_\_\_\_
4. Principal contact email: \_\_\_\_\_

Which space(s) are you interested in using?

Activities Building \_\_\_\_\_

Softball field/Pavilion \_\_\_\_\_

Other \_\_\_\_\_

Date Needed: \_\_\_\_\_

What hours will you need access (time start to finish)? \_\_\_\_\_ - \_\_\_\_\_

How many people do you expect to attend your function? \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\*\*\*\*\*Office Use only (below this line)\*\*\*\*\*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Comments: \_\_\_\_\_