



COMMUNITY BIBLE CHURCH

# Facility Use Form

Today's Date: \_\_\_\_\_ (need 30 days advance notice)

Name(s): \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PURPOSE OF EVENT/ACTIVITY: \_\_\_\_\_ # Expected \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME NEEDED: \_\_\_\_\_

ROOM(S) REQUESTED /SET UP NEEDED \_\_\_\_\_

\_\_\_\_\_ Person responsible for clean up \_\_\_\_\_

EQUIPMENT NEEDED \_\_\_\_\_ (Tables, chairs, coffee pots, etc)

*If sound or AV equipment is needed, there could be an additional fee.*

ONGOING EVENT:  weekly  bi-weekly  monthly (when does it end? \_\_\_\_\_)

**FEE\*** \_\_\_\_\_ **Fee paid (date)** \_\_\_\_\_

I have **read** and understand CBC's Facility use policy. \_\_\_\_\_ (initial)

APPROVAL: \_\_\_\_\_ (Pastoral staff)

**\*The user is responsible for any damage to facility or equipment.**

**Please make sure All lights are OFF and ALL doors locked when you leave.** \_\_\_\_\_ (signature of borrower)

**Additional notes:**



# COMMUNITY BIBLE CHURCH

## **Facility & Equipment Use Policy**

COMMUNITY BIBLE CHURCH EXISTS AS A MULTI-GENERATIONAL MINISTRY FOR THE WORSHIP OF JESUS CHRIST, FOR THE PERSONAL, AND SPIRITUAL GROWTH OF EACH INDIVIDUAL, AND TO REACH OUT TO OTHERS WITH THE GOSPEL OF JESUS CHRIST.

### PHILOSOPHY OF USE

The property and facilities of Community Bible Church belong to God and not to us. We are to act as stewards of these possessions and should seek to fulfill this obligation in a faithful and responsible manner. In order that church facilities and possessions are used in accordance with our vision, use should have an emphasis on ministry, be consistent with the church in content, and be subject to the appropriate authority.

### MINISTRY

The property and facilities of Community Bible Church are designed and intended to bring glory to God by supporting the programs of the church; by providing for the education, recreation and fellowship of the church body, and for outreach to the immediate neighborhood and the broader community.

### CONTENT

Every activity scheduled in the church is to be Christ-centered. Consistent with this, we urge that all facilities be treated as the Lord's house and that all activities are conducted in a manner that honors and glorifies God.

### AUTHORITY

The Deacons, under the guidance of the Elders, are directly responsible for the use of the facility. The Deacons, Elders, Pastors and Church Staff of CBC have the authority to review and approve/deny requests for the use of the church facilities and property. Some degree of flexibility in the policy is appropriate, and the Deacons, Elders and Church Staff reserve the right to make exceptions to the stated policy as needed.



# COMMUNITY BIBLE CHURCH

## GENERAL GUIDELINES

- CBC programming/ministries, other church groups and individual members (in that order) hold scheduling priority. There may be, however, unforeseen emergencies (i.e., funerals, etc.) that will receive preference over other building/room reservations.
- The time requested for use must fit within the existing facility use schedule:
  - Monday – Friday 8:00 a.m.—10:00 p.m. (when SELC is not in session)
  - Saturday 8:00 a.m.—4:00 p.m. (must be cleaned up by 4 pm)
  - Sunday 2:00—4:00 p.m.
- With the exception of weddings and other approved special events, a building may not be reserved more than three (3) months in advance.
- No alcohol, drugs, firearms or gambling are allowed in church buildings or on church property. No smoking is allowed in buildings at any time. No dancing is allowed.
- **All groups using the facility must be sponsored and supervised by an adult church member or approved adult non-member.** This sponsor accepts responsibility for the use and security of the building.
- All sponsors must be trained in how to use the building (security, lights, heat/AC, etc.). Training is provided by a church staff member during weekday office hours.
- Any group requesting use of a church facility is responsible for providing its own volunteers to set up and clean up after itself. For events involving large numbers of people or those utilizing the kitchen facilities, the group may be required to hire kitchen/custodial personnel.
- All facility use is based on the condition that the premises are left in clean and working condition as they were found prior to any event or function. Leaving the facility in unkempt condition, incurring damage, or not securing the premises will be grounds for losing facility use privileges and/or deposits, and incurring additional fees. Any damages to the facilities or equipment should be reported as soon as possible by calling the Church Office at 541- 664-5576. Please lock doors when you leave.
- No item(s) should be attached to building walls, ceilings, floors or equipment that could leave permanent marks or damage. Any tape used must be removable. See the “Posting, Displays, Signs and Decorating” section for more details.
- Use of sound equipment, tables/chairs, basketball/volleyball equipment and kitchen supplies/appliances require pre-approval and a nominal fee.
- All groups must remain only in the area approved for use.



# COMMUNITY BIBLE CHURCH

## DEPOSITS/FEES

### MEMBERS

A nominal fee will be required of church members who use the facilities and or equipment for personal use (with the exception of weddings...please see the "Wedding and Reception Use Policy" for specific details).

### NON-MEMBERS

Any organization/event sponsored by a non-member will be required to pay a security deposit and fee for the use of the building. The deposit must be paid in advance and will be returned to the user MINUS THE APPROPRIATE FEE provided the facility is returned to its "original condition" prior to use and that all appropriate checklists and keys have been signed and returned to the church.

### SCHEDULING/RESERVATION PROCESS

- All activities and/or events must be scheduled through the church office at least 30 days in advance of the event.
- To schedule use of a church facility for purposes other than regularly scheduled official church activities, you must submit a completed **FACILITY RESERVATION/USE FORM** according to the deadlines outlined above. This form can be obtained from the Church Office
- Once the event has been approved, the event sponsor must contact the Church Office to schedule a facility-use training time.
  
- Payment of fee(s) is due one week prior to event.



# COMMUNITY BIBLE CHURCH

## SPECIFIC FACILITY REQUIREMENTS

### WORSHIP AND MINISTRY CENTERS

Approved sponsor must be present for the entire event. Non-member event requires appropriate deposit and completed Facility Reservation/Use Form. If the sound system is needed, a church-supplied sound technician must be hired to run the equipment.

### RECREATIONAL GYM USE

- Approved sponsor must be present at all times.
- Non-member use requires appropriate deposit and completed Facility Reservation/Use Form. Due to the liability involved with sports events, it is imperative that the group sponsor restrict the use of the facility to those in his/her group. Allowing others to enter the facility will be grounds for removing facility use privileges.
- Hard balls (baseballs, softballs, bowling balls, golf balls, etc.) are not permitted in the gym. No kicking of balls at lights, windows or sound equipment.
- Bicycles, skateboards, roller blades, roller skates or remote control vehicles are not permitted in the gym.
- Only non-marking shoes may be used for athletic activities in the gym. Cleated shoes are not permitted as well.
- All church athletic equipment should be returned to its proper storage place.

### KITCHEN USE

- Every group or function requesting use of the kitchen must have a sponsor who 1) will make sure that all kitchen rules are followed and 2) accepts responsibility for the use and security of the facility. The sponsor must be trained in the proper use of the kitchen equipment. Training is offered during the church's regular business hours.
- Children under the age of 12 are not permitted in the kitchen at any time. Cut only on cutting boards and not on counter tops.
- The kitchen should never be left unattended if equipment has been turned on.
- Coffee, plastic and paper products are for use of church ministries and programs **only**. Other groups should provide their own supplies. (the coffee machines take 1 cup of ground coffee per pot.)
- No food is to be left for general use. Food for specific groups or functions should be marked and dated. Do not use supplies labeled "NOT FOR GENERAL USE." or SELC.
- Please NO RED FOOD dye in any food or drinks that will be on the carpet.



# COMMUNITY BIBLE CHURCH

## Cleanup is as follows:

1. TURN OFF ALL APPLIANCES.
2. All soiled dishes/utensils/equipment should be washed, dried and returned to their proper storage location.
3. Clean all surfaces with warm/hot soapy water.
4. All ovens, including the microwave, should be wiped clean.
5. Soiled towels, washcloths, and potholders need to be washed and returned ASAP.
6. Floors are to be swept, mopped and vacuumed as appropriate.
7. Empty all trash cans and replace with new liners.
8. All trash should be placed in the outside dumpster (do NOT leave bags beside the dumpster or placed in a way that would make them accessible to animals).
9. Please lock kitchen doors.

**REMEMBER: TURN OFF ALL APPLIANCES and ALL lights!**

## PLAYGROUND USE

- No charge for members.
- Members should submit a Facility Reservation/Use Form if they wish to reserve the playground for a specific date/time that does not conflict with normal church scheduling.
- No charge for non-members with completed Facility Reservation/Use Form.
- Approved sponsor must be present at all times.

## FIELD USE

- No charge for members.
- Members should submit a Facility Reservation/Use Form if they wish to reserve the field for a specific date/time that does not conflict with normal church scheduling.
- No charge for non-members with completed Facility Reservation/Use Form. Approved sponsor must be present at all times.

## POSTING, DISPLAYS, SIGNS AND DECORATING

- Any exterior signs, displays or structures must be approved in advance via a written request submitted to the Church Office.
- Any posting, displays, signs or decorating of the main foyer, coffee bar or hallways must be approved in advance via a written request submitted to the Church Office.

## **WEDDING AND RECEPTION USE POLICY**

A copy of the Wedding Policy can be obtained from the Church Office or on our website.



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