

Building Usage Policy

last updated 08/05/16

Private Parties

Name of Requester: _____

Phone: _____ Email: _____

Do you currently attend BRCC?: _____ yes _____ no

Describe the event: _____

Estimated number of attenders: _____

Please choose one of the packages below, then continue on to the opposite side. Please note the Playland is for children up to third grade.

Cafe & Playland Beginning at \$30 for 3 hours Total Fee: \$ _____

Date: _____ Alternative Date: _____

Setup Time: _____ Start Time: _____ End Time: _____ Leave Time: _____

Cost is \$30 for 3 hours. Each additional hour is \$10 if booked ahead of time (up to 5 hours total).
Tables and chairs will be limited to those already in the Cafe.

Cafe, Playland & Kitchen Beginning at \$100 for 4 hours Total Fee: \$ _____

Date: _____ Alternative Date: _____

Setup Time: _____ Start Time: _____ End Time: _____ Leave Time: _____

Number of tables requested*: _____ 6' Round _____ 8' Long

Number of chairs requested*: _____

Cost is \$100 for 4 hours. Each additional hour is \$25 if booked ahead of time (up to 5 hours total).
*To check for availability only. It will be your responsibility to set them up & put them away.

Fireside Chapel & Kitchen Beginning at \$100 for 4 hours Total Fee: \$ _____

Date: _____ Alternative Date: _____

Setup Time: _____ Start Time: _____ End Time: _____ Leave Time: _____

Number of tables requested*: _____ 6' Round _____ 8' Long

Number of chairs requested*: _____

Cost is \$100 for 4 hours. Each additional hour is \$20 if booked ahead of time (up to 5 hours total).
*To check for availability only. It will be your responsibility to set them up & put them away.

Important Information

- Hours of availability are Monday through Friday 5:00 p.m. -10:00 p.m. & Saturday 9:00 a.m.-1:00 p.m, but are subject to ministry events. Sundays are not typically available. We do not schedule events on holidays or holiday weekends. Events that occur for more than 3 consecutive times are not allowed, unless under special circumstances.
- The requester must be a current attender of BRCC, over 21 years old, and remain in the building for the duration of the event. Transfer of permission to use the building to those other than to which this agreement was made is strictly prohibited.
- Profit making enterprises are not to use church facilities for any purpose.
- All events must be requested in writing. Events cannot be scheduled more than 12 weeks in advance, but must be scheduled at least 10 days in advance. All required paperwork & service fees must be turned in at least 10 days in advance or the event will be canceled and removed from the schedule.
- Canceling an event requires a 7-day notice in order to receive a refund of fees paid. If there is an emergency and BRCC is forced to cancel and event, we will return all fees paid. BRCC reserves the right to cancel any event at any time in case of an emergency or unforeseen event. If the weather forces us to close the building, all events will be canceled.
- These packages cannot be used as wedding or reception packages. To schedule these types of events please read the wedding policy.

Fees

- All service fees go to provide a sponsor for the event (who will unlock the doors, show you were things are, and lock and alarm the building after your event) and additional custodial services (such as cleaning bathrooms, emptying, and vacuuming) following the cleanup of the event.
- If the event goes over the requested time, a penalty fee of \$25 per half an hour will be billed to the person whose name is on this application. Failure to pay may result in loss of privilege to reserve the building.
- Replacement/repair costs of excessive damage found from an event will be the responsibility of the user.

Liability

- The church assumes no liability for any personal injury, property damage, crowd control or criminal activity that takes place during building usage.
- Any organization using the building is required to obtain public liability insurance. The Certificate of Insurance must list Brookville Road Community Church as an additional insured, and the Certificate of Insurance for \$1,000,000.00 must be given to BRCC no later than 10 days prior to the event.
- Any event providing childcare is responsible for the screening and training of their workers. BRCC is not responsible for any harm caused by or through the negligence these workers. Children must be supervised at all times.
- Inability or unwillingness to comply with this policy or the instructions of the host, further ability to use the building may be jeopardized.

Usage

- All events must remain only in the area named in the approved package.
- All events must obey county ordinances and laws, such as no smoking inside or within 25 feet of the building and no overcrowding. They must also maintain the integrity of the church, so there is to be no gambling, alcohol, or drugs on the church property. A host or staff member can ask anyone violating these to leave immediately.
- All areas used must be returned to the same condition in which they were found. Tables and chairs must be put back in their appropriate storage areas. Getting the tables and chairs out and put away is the responsibility of the user. Café tables and chairs are not to be moved.
- If a kitchen is used, it is the responsibility of the users to clean the kitchen. All areas must be cleaned, including stoves, sinks and counter tops. No one is allowed to use any of the food or disposable supplies that are in the church. Users are welcome to use ice from the machines in the kitchens.
- Any decorations needed for an event, including tablecloths, must be provided by the user. All decorations must be free standing; they cannot be put up with tape, nails, tacks or staples.
- No red or purple drinks are allowed in any of the carpeted areas of the building.
- The church van is to be used for ministry events only and is not available for private use.

I have read and understand the above policies. I agree that by holding my event here, I will uphold all rules stated in this document.

Requester Name

Requester Signature

Date