



BridgePoint Church

Facility Use Policy and
Request Form for
Single Event or
Limited-Time Use

The PURPOSE of this document is to establish the principles and guidelines for use, by non-members and members of BridgePoint Church, of the buildings, grounds, and equipment owned by BridgePoint Church

Building use activities and leasing falls under the jurisdiction of the Pastoral Leadership Team. Requests for building maintenance are managed through the church office. No commitment for building use is finalized until the Rental Agreement has been approved and executed through the church office.

PHILOSOPHY OF USE

- a) As a local body of Christ, we wish to encourage the use of the BridgePoint Church facilities for all expressions of evangelism, worship, edification, service, and outreach, that fit within the purpose statement of the church - as articulated in the BridgePoint Church Constitution and by-laws or other related documents.
- b) With these perspectives in mind, we have established the following policies for the use of BridgePoint Church's facilities, these facilities being defined as all property owned by the church or any part thereof, including any room or combination of rooms, grounds, and equipment.

GENERAL POLICIES

1. All facility uses must be pre-approved. The pre-approval process is initiated by completion of a Facility Use Policy and Request Form (copy attached), which can be obtained from the church office or our website, and, after completion, is to be given to the Administrative assistant for consideration by the Pastoral Leadership Team
2. It is up the discretion of the Pastoral Leadership Team to offer a use of BridgePoint to interested parties.
3. A hold harmless agreement is to be agreed upon by the party who enters into the rental agreement with BridgePoint Church. Such agreement is included in the Rental Agreement.
4. Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. It is the responsibility of the interested party to request items owned by the church for their own use, and additional costs may be charged.
5. If nursery or other such facilities are needed in addition to the primary facility, they must also be arranged for during the reservation process.
6. Fees for custodian, technician, etc. may be charged for certain events, i.e. if it involves overtime work for that individual
7. Bridge Point Church's facilities are "smoke-free" and "alcohol-free". This will be strictly enforced at all times.

POLICY ON SCHEDULING

1. Ministry events, such as Worship Services, always have priority over other events, such as weddings, showers, socials, dinners, etc.
2. BridgePoint-sponsored ministry events have first priority. All others are on a first-come, first-served basis
3. A conflict exists if both events are in the same area of the church and the set up or take down/clean-up activities overlap, even if the events are at different times. For example, weddings or other events on Saturday must be completed in time to allow for preparation for the Sunday morning Worship Service.
4. Events will be allowed to take place concurrently if there is no conflict as determined by the staff

FEES FOR USE

When fees are to be applied, rehearsal, set-up, and takedown times are included in the calculation of the final fee.

Usage	Fee
Facility Host (all events outside of normal office hours)	\$15.00/hour
Worship Center	\$50.00/hour (2 hour minimum)
Small Gym	\$50.00/hour (2 hour minimum)
Large Gym (seasonal)	\$50.00/hour (2 hour minimum)
Racquetball Court (seasonal)	\$20.00/hour
Lower Activity Center/Kitchen	\$30.00/hour (2 hour minimum)
KidZone	\$30.00/hour (2 hour minimum)
KidZone Kitchen	\$10.00/hour
Youth Rec Center	\$50.00/hour (2 hour minimum)
Conference Room	\$15.00/hour
Any general purpose single room	\$15.00/hour
Sound/Media Technician (whenever worship center is used and an audience is present)	\$20.00/hour

IT IS A POLICY AT BRIDGEPOINT CHURCH TO OFFER FEE WAIVERS TO INDIVIDUALS WHO RETAIN CURRENT MEMBERSHIP AT BRIDGEPOINT CHURCH.

A fee waiver is up to discretion of the pastoral leadership team, who will take into consideration the individual's membership status, length of event, and administrative overhead. The use of the fee waiver does not waive BridgePoint Church's right to recover damages from any loss that arose from the rental of space at BridgePoint.

SPECIFIC USES

1. The church buildings may be used in any manner consistent with this policy.
2. Use of our Kitchen/Food Preparation areas is available for any event that has been approved to take place within our facility. There are certain responsibilities connected with the use of our kitchens. The kitchen must be left clean with everything put in its place. Failure to properly clean up the kitchen may lead to partial or full retention of the deposit and possible future denial of use. This applies to events that are catered as well as events where volunteers staff the kitchen. BridgePoint Church reserves the right to determine the need for kitchen supervision.
3. **The kitchen paper supplies are available for BridgePoint-sponsored ministry events, only.** For all other events such as showers, anniversaries, etc., these items must be purchased separately by the caterer or sponsor of that event.

ACCESS TO FACILITIES AND EQUIPMENT

1. Access to buildings is usually provided by the facility host. Special arrangements can be made by the event sponsor to temporarily obtain a key from the Operations Team Leader or Administrative Assistant, if no facility host is on duty. It should be understood that access to the entire building is not necessarily provided. Any activities associated with the event must be planned for and limited to the area of the building being reserved.
2. BridgePoint Church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. BridgePoint Church is not responsible for theft or damage to personal property.
3. Arrangements for use of any office equipment, by anyone other than ministry staff, must be approved by the Administrative Assistant. Use of office equipment is limited to ministry staff unless prior approval has been obtain

Rules and Regulations

1. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as

chairs, tables, tablecloths, etc may be used when using the facility under the rules herein. It is the responsibility of the renter to set up these items prior to the event.

2. **FACILITY CARE.** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. Failure to comply may result in forfeiture of the security deposit.
3. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and closing all windows. As applicable, if a key is provided, the group or member will be responsible for locking the facility.
4. **SUPERVISION OF CHILDREN AND YOUTH.** BridgePoint Church seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
 - a. No fewer than two adults should be present at all times during any program or event involving children.
 - b. Adult supervision is required at all times both inside and outside of the church property including the parking lot.
 - c. Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
5. **FOOD AND DRINK.** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.
6. **DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.
7. **STORAGE.** Storage space is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
8. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or otherwise refurbishing any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved. These costs will be deducted from any security deposit, if applicable, or the will be billed accordingly.

RENTER: Please fill the below out, and return to the Church office for consideration.

FACILITY USE REQUEST FORM

Name of Organization: _____

Responsible Person: _____

Address: _____

Contact Person's Name: _____ Day Phone: _____

Fax: _____ Email: _____ Cell Phone: _____

Organization's Purpose: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____

Frequency: One Time Only Other: _____

Which day of the week: Mon Tue Wed Thurs Fri Sat Sun

Amount of people estimated to be at event: _____

Description of Event:

Describe what section of BridgePoint Church is requested for use:

Select room(s) needed:		
<input type="checkbox"/> Worship Center	<input type="checkbox"/> Small Gym	<input type="checkbox"/> KidZone Main Room
<input type="checkbox"/> Lobby	<input type="checkbox"/> Racquetball Court #1	<input type="checkbox"/> KidZone Kitchen
<input type="checkbox"/> Conference Room	<input type="checkbox"/> Racquetball Court #2	<input type="checkbox"/> Nursery
<input type="checkbox"/> Lower Activity Center	<input type="checkbox"/> _____	<input type="checkbox"/> Toddler Room
<input type="checkbox"/> Lower Activity Center Kitchen	<input type="checkbox"/> _____	<input type="checkbox"/> Elementary Classroom
<input type="checkbox"/> Community Room	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Tables & Chairs needed:		Other Equipment needed:	
<i>Tables</i>	<i>Qty. Needed</i>	<i>Chairs</i>	<i>Qty. Needed</i>
<input type="checkbox"/> 8' Rectangular	_____	<input type="checkbox"/> Adult	_____
<input type="checkbox"/> 6' Rectangular	_____		
<input type="checkbox"/> 5' Round	_____		
		<input type="checkbox"/> TV/VCR/DVD	<input type="checkbox"/> Lectern
		<input type="checkbox"/> Projector & Screen	<input type="checkbox"/> Music Stands
		<input type="checkbox"/> Microphone (Qty: _____)	<input type="checkbox"/> Whiteboard
		<input type="checkbox"/> Sound System	<input type="checkbox"/> Easel
		<input type="checkbox"/> _____	<input type="checkbox"/> _____

Are Nursery rooms required?
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Are kitchen facilities or equipment needed?
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Is food being served? Catered?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	Time Caterers will arrive:
<input type="checkbox"/> Catered	_____ AM PM

Please fill in diagram(s) on the back of this sheet for requested rooms and equipment. Include placement of tables and chairs, number of chairs per table, and placement of equipment requested.

Special Instructions: