

Bay Farm Community Church's Facility Use Guidelines

For liability reasons, only BFCC members and regular attenders are permitted to use BFCC's facilities for ministry and personal functions. All Bay Farm Community Church members and regular attenders must submit a completed Facility Use Request Form before using BFCC facilities and equipment.

Your Five Responsibilities:

1. You must do your own set up and tear down. You must leave the room ready for its next scheduled use.
2. You must bring your own food, beverages and paper goods and plastic utensils for your function.
3. You must supervise the overall use of the facilities.
4. You must do your own clean up. Users that do not clean up after their function will forfeit their deposit.
5. You must turn out the lights, turn off the AC/heat and lock up the building before you leave the premises.

Clean Up

- Carpeted areas must be vacuumed and tiled areas must be swept and mopped.
- Kitchen counters, stove, and other equipment must be cleaned.
- Tables must be wiped off and returned to the storage room.
- All left-over food and drink must be removed from the premises.
- All decorations must be removed.
- Trash should be disposed of in the appropriate outside bins.

Prohibited substances and activities:

- BFCC facilities are not to be used for profit events.
- Smoking, drinking alcoholic beverages and use of illegal drugs are prohibited on church property.
- Firearms, fireworks or any device generally deemed a weapon is prohibited on church property.
- Gambling is prohibited on church property.
- Combustible materials for use or decoration must be disclosed and may be restricted.
- No furniture or equipment is to be removed from the property.

Fees for Non-Ministry Use:

- A deposit of \$200 is required which will be refunded when the facilities have been inspected post event and all other required fees have been paid.
- All facility users must pay \$50.00 to offset the cost of professional cleaning (carpet, tile, maid service etc).

I _____ have read and agree with Bay Farm Community Church's Facility Use Guidelines. I understand that I will lose my \$200.00 deposit if I do not leave the facilities and equipment in the same condition I found them.

Date: _____

Facility Use Request Form for Bay Farm Community Church

Please fill out this form and return it to the church office. BFCC's office manager will contact you within two weeks whether your request has been approved or declined. *For liability reasons, only Bay Farm Community Church members and regular attenders are permitted to use BFCC facilities.

User's Name: _____

User's Address: _____

Email: _____

Phone Number: _____

How long have you been a member or regular attender of BFCC? _____

What BFCC rooms do you want to use? _____

How many people are going to attend your event? _____

What BFCC equipment will you be using during your event? _____

What date(s) do you want to use BFCC's facilities? _____

What is the start and end time for your event? _____
