**Black Rock Church**

**Facilities Use Policy**

**Purpose of Facilities**

God has richly blessed Black Rock Church with beautiful facilities for its mission and purpose. The primary purpose of these facilities is to provide a place for the worship of God, a place where people can learn to be Christ-followers and know His will for their lives, a place where we can connect with our surrounding communities, and a place to enjoy Christian fellowship.

Two principles guide BRC in the use of its facilities:

1. The buildings do not belong to any group, individual, or even the congregation. They belong to God. He has entrusted us with the use of these facilities and they must be maintained and cared for in a manner that would please the Lord.
2. As stewards, God does not want us to keep the facilities only to ourselves. He wants us to share them with others to advance the Kingdom of God and help

transform lives.

With these principles in mind, the following guidelines apply:

1. Activities of BRC take precedence over all other activities.
2. Use of church facilities may be requested by church members and regular attenders for weddings or funerals. Custodial fees may be applicable.
3. Use of the church facilities may be requested by church members for functions such as showers, anniversaries, etc. Custodial and building rental fees will need to be paid.
4. Use of the café is not permitted.
5. Paper products, plastic silverware, etc., must be provided by the group requesting use of the church facilities.
6. Church facilities may be used by outside groups who are non-political and non-profit 501c3 organizations and whose charters and missions are compatible with those of BRC. Fees will be determined based on fair market value for like facilities.
7. Other churches or schools in Fairfield may request to use Church facilities but must demonstrate that they do not have facilities of their own to accommodate the program or activity being requested.
8. Outside groups using church facilities will be responsible for custodial expense and payment for any damages incurred during their activity.
9. Outside groups must demonstrate adequate liability insurance by submitting a certificate of insurance prior to use of the Church facilities.
10. BRC chairs, tables, etc. are not available for use off premises.
11. BRC vehicles are not available for use by BRC members/attenders or outside groups

Other provisions:

1. No alcoholic beverages are allowed on the premises.
2. Smoking is not permitted on the premises.
3. A responsible person will be required to complete a Building Condition Checklist after use of the facility. Failure to leave the facility in a satisfactory condition will result in the loss of future use. If damage occurs during use by an outside group, they will be responsible for the cost of repair.
4. A BRC staff member or authorized church member must be onsite during each activity and will be responsible for opening and closing the building. Any request for use of the facilities outside of normal operating hours (M-F, 9AM-5PM), will require a custodian to open and close the building and to be onsite for the duration of the event. A custodian may be requested at the rates specified herein.

**Reservations & Cancellations**

1. The Church office is open Monday-Friday, 9AM to 5PM.
2. Requests for use of the facilities are processed by the Business Office and must be submitted by completing a Facilities Use Request form.
3. All requests must be approved by the Executive Director.
4. Activities will be scheduled on the church calendar only after approval is given.
5. Requests will be honored on a first come, first served basis with priority given to BRC members.
6. Fees, if applicable, must be paid in full prior to any activity.
7. Outside groups requesting use of BRC facilities in which children or youth will be involved, must provide proof that their organization has written Prevention of Children and Youth Security policies in place and that they are being adhered to before facility use may be granted.
8. The Board of Elders may, at their discretion, cancel previously approved reservations as they deem appropriate.

**Insurance [Organizations Only]**

Organizations not classified as outreach ministries of BRC who use the church’s

facilities shall have a public liability insurance policy with a minimum $1,000,000 limit of liability coverage, and premises medical coverage of a minimum of $5,000 per person. BRC must be named as an “additional insured” on the user’s policy and a certificate of insurance must be in place prior to any use.

**Booking The Facility**

To book our church facility, please email Priscilla Guinta at [pguinta@blackrock.org](mailto:pguinta@blackrock.org) or fill out the online form at <https://blackrockchurch.wufoo.com/forms/black-rock-church-facility-request-form>

**Booking Weddings:** We allow you to book a wedding up to a year in advance.

**All Other Bookings:** We only allow you to book our facility with 120 days of the event. Our church facility is primary for church ministry use and we don’t want to restrict dates for our ministries. If you book with 120 days, please note that the church still holds an option to move your event if our ministry needs to space within the 120-90 day period before your event. Once you are within 90 days of your event, the booking is confirmed.

**Fee & Deposit Schedule**

The fees shown below include utilities and use of equipment. When labor for set-up, take down or clean up is required, a custodial fee will be charged. Fees are subject to the approval of F&P.

A refundable deposit for custodial services of $100 is required. Custodial services are billed at $35 per hour with a minimum of 4 hours.

Events taking place on Saturday nights may require an additional custodial fee due the church needing to be ready for Sunday services. All Saturday events need to end by 9pm.

**FEE & DEPOSIT SCHEDULE FOR NON-BRC MEMBERS**

**Fee Deposit**

(non-refundable)

Woodruff Hall $250 $200

Woodruff Hall w/Kitchen $300 $200

Kitchen $200 $150

Conference Room $150 $75

Classroom $100 $50

Gathering Room $200 $100

Worship Center $500 $250

Use of AV (requires staff) $50/hour $100

Stamford Campus $250 $100

Easton Campus $150 $75

Custodial Services $35/hour

**FEE & DEPOSIT SCHEDULE FOR BRC MEMBERS FOR EVENTS (Does Not Include Weddings Or Funerals)**

**Fee Deposit**

(non-refundable)

Woodruff Hall $125 $50

Woodruff Hall w/Kitchen $175 $75

Kitchen $100 $50

Conference Room $50 $25

Classroom $50 $25

Gathering Room $100 $50

Worship Center $500 $250

Use of AV (requires staff) $50/hour $100

Stamford Campus $150 $100

Easton Campus $75 $50

Custodial Services $35/hour

**Funeral Policy**

1. BRC does not charge facility use fees for the funerals of church members or faithful attenders and their immediate family members. However, other fees may apply (custodial, media/sound, music, etc.). Please consult the officiating pastor for details.
2. When requested, BRC also provides a complimentary funeral reception consisting of light food items and refreshments. Arrangements exceeding our menu are the responsibility of the family and subject to approval by the officiating pastor. For receptions larger than 100 attendees, the family must provide setup and cleanup assistance. Please consult the officiating pastor and reception coordinator for additional details.
3. The funeral schedule should not be finalized until the church’s availability is confirmed by the officiating pastor.

**BRC Wedding Policy**

This Wedding Policy is designed to answer many of the questions which arise during wedding planning and preparation. We believe that the following procedures and guidelines will help in your preparation for this very important day. If you have questions which are not covered in this policy, please contact the BRC Event Coordinator at 203-255-3401.

**Required steps for scheduling a wedding:**

1. Read and sign the Wedding Request Form (see attachment)
2. Submit the completed form to the BRC Business Office.
3. Scheduling
   1. After you have received the wedding policy from the Wedding Coordinator, you should meet with the pastor that you desire to perform your ceremony to confirm his availability.
   2. Should you want to use a non-BRC pastor, you must obtain approval to do so from BRC’s Director of Marriage.
   3. A prerequisite for marriage at Black Rock is completion of BRC’s Preparation for Marriage Class, or completing a similar session with BRC’s officiating pastor.
4. Fees for BRC members (fees for non-members are listed in the fee & deposit schedule of this policy).
   1. Custodians $35 per hour
   2. A/V Technician $50 per hour
   3. Musicians $100
   4. Event Coordinator $300 (REQUIRED)

**Black Rock Church**

**Wedding Request Form**

Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of Bride & Groom:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information (phone number, email address):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BRC Member: YES\_\_\_\_\_NO\_\_\_\_\_

Date of Wedding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timing of Wedding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Pastor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

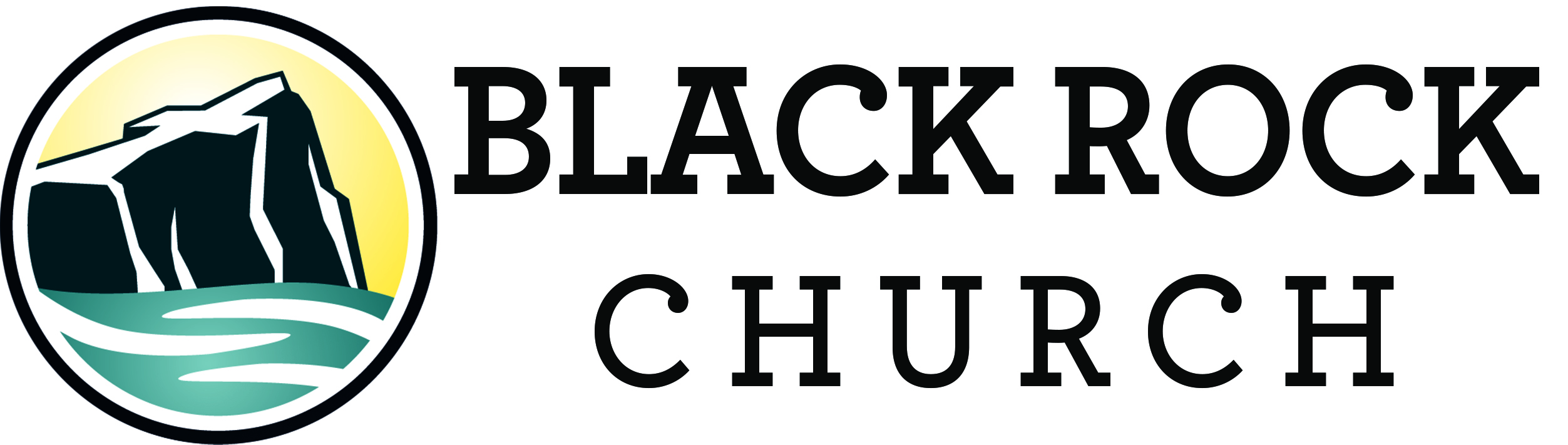
Does Your Wedding Include A Reception At Black Rock: YES \_\_\_ NO \_\_\_

Facilities/Rooms Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] I have read the Wedding Handbook and agree with all the statements and facility usage requirements. I understand that if what is stated in the Wedding Handbook is not followed, it will incur extra costs to me.

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

|  |
| --- |
| For Office Use Only |
| [ ] Approved  [ ] Not Approved  Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 Facility Request Room Set-up Form

Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_\_

Ministry/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Event: \_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Event: From: \_\_\_\_\_\_\_\_\_\_AM/PM To: \_\_\_\_\_\_\_\_\_\_ AM/PM

Room(s) Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment Needed: (Please check off what you need)

**Room Setup Needs:**

5’ Round Tables (Seats 8-9): \_\_\_\_\_\_\_ How Many: \_\_\_\_\_\_\_\_

6’ Rectangular Tables (Seats 8): \_\_\_\_\_\_\_ How Many: \_\_\_\_\_\_\_\_

8’ Rectangular Tables (Seat 10): \_\_\_\_\_\_\_ How Many: \_\_\_\_\_\_\_\_

(Woodruff Only)

Chairs: \_\_\_\_\_\_ How Many: \_\_\_\_\_\_\_\_

|  |
| --- |
| Diagram of Room Set-Up  (Please draw diagram showing location and number of chairs and tables as you wish to have the room set-up) |
|  |

|  |
| --- |
| For Office Use Only |
| [ ] Approved and Scheduled  [ ] Not Approved  Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |