

## **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. Individual use for functions such as birthday parties, anniversaries, etc. is not permitted.
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/outside
12. User is responsible for attaining licensing for all AV content and streaming licensing if necessary.



## Other provisions:

1. No alcoholic beverages are allowed on the premises.
2. Smoking is not permitted on the premises.
3. Only battery-operated candles may be used
4. 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.
5. 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, 9:00am-5:00pm), 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.
6. All events on Saturday evening must be concluded by 9:00pm so we have time to clean and setup for Sunday services. If your event is not concluded by 9pm, you will be charged \$100 for each ½ hour past 9pm.

## **Reservations & Cancellations**

1. The Church office is open Monday-Friday, 9:00am to 5:00pm.
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.
9. If an event is canceled within 2 weeks of the event, the deposit will not be returned.



## Insurance

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.

## 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.

Custodial services are billed at \$35 per hour with a minimum of 4 hours.

Saturday events ending after 6pm may require a second custodian. This fee ranges from \$30-50 per hour depending on the timing of the event and the number of people.

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

	<b>Fee</b>	<b>Deposit</b> (non-refundable)
Woodruff Hall	\$350	\$200 (24-60 in. tables w/8 chairs)
Woodruff Hall w/Kitchen	\$450	\$200
Kitchen	\$200	\$150
Conference Room	\$200	\$75 (10-6ft tables w/8 chairs)
Classroom	\$100	\$50
Gathering Room	\$300	\$100 (8-60 inch round tables)
Worship Center		
Full Day/4+ hours	\$800	\$400 (950 stadium seats)
Half Day/Under 4	\$500	\$200
Use of AV (requires staff)	\$75/hour	\$100 (See Tech Page)
The Hub	\$150	\$50 (4-60 inch round tables)
Stamford Campus	\$250	\$50
Easton Campus	\$150	\$50



**Facility Request Room Set-up Form**

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

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

Date of Event: \_\_\_\_\_ Time: 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 Kup)

**For Office Use Only**

- Approved and Scheduled       Not Approved

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

