



# Providence Baptist Church

“To Know Christ and Make Him Known”

## FACILITY USE FEES AND RULES

The body that our Lord has brought together here at Providence has been richly blessed with this beautiful facility. We have a God-given responsibility to care and maintain the gift He has given, and the use of the facility should parallel to our mission statement of “Knowing Christ and Making Him Known.”

The following facility use fees and rules are designed to help care and maintain the facility. Please read and inform all that will be using the facility during your function of the rules and guidelines herein.

### FACILITY USE FEES

In accordance with IRS publication 1828, PBC is required to charge fair-market value of the use of its facilities.

Fees are generally applied to offset the cost of operating expenses.

1. The requester will be informed by the Office Manager when their event date and time has been approved. The facility use fees should be paid on the date the event is reserved on the church calendar.
2. The cost of the rental will vary and will be determined by the table shown below.

### MEMBERS

Room	Per Hour Fee	Minimum Rental Period	Minimum Total	Additional Hours
Sanctuary	\$25	4 hours	\$100	\$12.50
Fellowship Hall/ Welcome Center	\$25	4 hours	\$100	\$12.50

### NONMEMBERS

Room	Per Hour Fee	Minimum Rental Period	Minimum Total	Additional Hours
Sanctuary	\$50	4 hours	\$200	\$25
Fellowship Hall/ Welcome Center	\$62.50	4 hours	\$250	\$62.50

### 3. Additional Fees:

- If event insurance has been obtained, a \$100 deposit is required on the date the event is reserved on the church calendar.
- If event insurance has not been obtained, a \$200 deposit is required on the date the event is reserved on the church calendar.
- An additional \$75 Sanctuary cleaning fee and \$100 Fellowship Hall/Welcome Center cleaning fee is charged for each event.
- Sound/lighting: This is an additional cost to be determined by the sound technician.

- If extra fees are required, the user will be notified and some or all of the extra fees will be taken from the deposit.
4. Breakage of and/or damage to any church equipment/facilities must be reimbursed by the renter at replacement cost.
  5. The Event sponsor's attendance is required for the duration of all functions and should remain to provide support for the event and ensure that PBC-best interest is maintained and that the facility is used in a proper manner.
  6. If the event is cancelled by PBC for any reason, a full refund will be issued. The refund check will be printed the next time the treasurer is in the office.
  7. If the event needs to be cancelled by the requestor for any reason, please inform the Office Manager or Event Sponsor if after business hours as soon as possible for a full refund. The refund check will be printed the next time the treasurer is in the office.
  8. Weddings and Receptions must follow the guidelines in the Handbook, which may be obtained through the church office.
  9. Civic groups/Business groups (organizations' views not contrary to Christianity) will have to obtain the Office Manager's approval prior to renting the facilities. This includes non-profit and government organizations. The activity the group is holding must be non-profit. There will be no buying, selling, trading or change of money or exchange of funds on church property. In addition, Providence Baptist Church does not back any political group or party.

## **FACILITY USE RULES**

1. Abusive language, tobacco products, alcohol or drugs are not allowed on the church property.
2. The use of nails, tacks, and/or tape or glue is not permitted on the walls, furniture, windows, ceiling systems, etc. Easels may be used to display necessary items.
3. The user may set-up the room differently, but rooms must be returned to the arrangement and condition that they were in prior to use. This is the user's responsibility. Additional charges will incur if any part of the facility is not returned to the arrangement and condition they were in prior to use.
4. All decorations are to be removed immediately following the function.
5. If chairs and/or tables are brought from another room or a storage area, they must be cleaned and returned after their use.
6. Any equipment used must be turned off, windows shut, and lights turned off when leaving the building.
7. It is the responsibility of the sponsor to re-lock the entrance to the building and/or room upon leaving.
8. Equipment such as coffee pots, cups, dishes, etc. must be cleaned up after their use with everything returned to its proper place.

9. All thermostats should not be adjusted.
10. Wedding and/or reception requests must follow the guidelines in the Policy Handbook.
11. Access to locked areas throughout the facility will be coordinated in advance through the Office Manager along with the Event Sponsor.
12. Areas of special concern have restricted access. Any access to the areas listed below must be coordinated in advance.
  - a. **Sanctuary:**
    1. **Piano & Musical Equipment:**

Other musical equipment must be obtained from the Minister of Music. If the user desires to have the instruments tuned, it must be done at the owner's expense, and by a craftsman approved by the Minister of Music. Pianos are not to be moved.
    2. If sound equipment is needed, prior arrangements must be made with a church sound technician.
  - b. **Kitchen:** Only authorized individuals have access to the kitchen and pantry.
13. All children fifth grade and younger must be accompanied by an adult or group sponsored staff person.
14. Appropriate clothing is required.
15. Equipment is not to be taken from the building
16. Only music appropriate and in keeping with the sanctity of Providence Baptist Church is allowed. Disc Jockey (DJ) usage is not permitted.
17. It is required that a minister on staff or an approved like-minded minister perform any wedding at our church.
18. If rules are not followed, all or part of your deposit will be kept.

## Facility Request Form

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Info:

Cell # \_\_\_\_\_

Home # \_\_\_\_\_

Email: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event \_\_\_\_\_

(Beginning and ending time)

Area reserved: Sanctuary \_\_\_\_\_

Fellowship Hall \_\_\_\_\_

Number Expected: \_\_\_\_\_

### **Fees:**

#### *Event Insurance obtained:*

Copy of insurance rider received: \_\_\_\_\_

\$100 refundable deposit received: \_\_\_\_\_

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

Check Number: \_\_\_\_\_

\$75 Sanctuary Cleaning Fee received: \_\_\_\_\_

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

\$100 Fellowship Hall Cleaning Fee received \_\_\_\_\_

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

Rental fee received: Amount \_\_\_\_\_

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

Check Number: \_\_\_\_\_

#### *No event insurance:*

\$200 refundable deposit received: \_\_\_\_\_

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

\$75 Sanctuary Cleaning Fee received: \_\_\_\_\_

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

\$100 Fellowship Hall Cleaning Fee received \_\_\_\_\_

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

Rental fee received: Amount \_\_\_\_\_

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

Check Number: \_\_\_\_\_

### **Agreement:**

I understand this building is designed for Christian usage, and I pledge to abide by the rules of the church provided. I also understand it is my responsibility to reimburse the church in the case of damage or breakage.

\_\_\_\_\_  
Signature