



Facility Use & Rental Policy

RESERVATIONS

In order to reserve any part of the facility, you must complete and submit a Request for Facility Use Form. This form is available in the church office, online at www.discovercentral.org or via email request to churchoffice@discovercentral.org. Reservations should be made two weeks (14 days) prior to the date of the event.

Use of our facility is limited to members of Central Baptist Church and Central Christian Academy students. Members may not rent the facility for use by other individuals or "sponsor" non-members in order to secure the facility.

AVAILABILITY

The facility is *generally* available during the following days and times:

- Sunday – may be available ONLY for church events during the hours of 12:00 pm – 5:00 pm
- Monday – all day
- Tuesday – all day
- Wednesday – not available
- Thursday – all day
- Friday – all day
- Saturday – all day

Please keep in mind that certain areas may not be available during specific times due to ongoing or prior scheduled activities (ex. CCA functions, Upward basketball, CPC Classes, etc.) Due to the high volume of church events during the month of December, no private event facility rentals are possible during that month.

AVAILABLE AREAS

Tidal Wave Teen Youth Center

The Youth Center is decorated with teens in mind. Use of this area is limited to parties/showers for adults and children 7th grade and older. The room does include a refrigerator and microwave, but no kitchen sink. Access to the TV and DVD player are available upon request. Rental of the Youth Center includes use of the exterior deck. Equipment included:

- | | |
|-----------------------|---|
| (1) pool table | (4) 8' folding tables |
| (1) air hockey table | (60) stacking chairs |
| (1) carpet ball table | Variety of couches and chairs for seating |
| (1) ping pong table | |

Tidal Wave Teen Deck

The Youth Center Deck includes the equipment listed below. Rental of the Deck does not include use of the Youth Center.

- | | |
|------------------------|---------------|
| (9) 3'x4' patio tables | (1) gas grill |
| (23) patio chairs | |

Fellowship Hall & Church Kitchen

The Fellowship Hall is located in Room 112 of the church building. The room includes use of the church kitchen and appliances. The following equipment is included:

- | | |
|-----------------------|-------------------------|
| (4) 8' folding tables | (24) non-folding chairs |
|-----------------------|-------------------------|

122 Young Adults Room (Room 111)

The 122 Room is decorated with college students in mind. The room includes use of the church kitchen and appliances. The following equipment is included:

- (4) 4' square and/or round tables
- (25) folding chairs
- (3) couches for seating
- (1) 8' foot folding table

Cafeteria/Gym

The Cafeteria is located in the Children's Ministry Building and includes use of the Kitchen. The Gym is regulation basketball court size. Equipment included is:

- (8) 8' cafeteria tables with attached stools

BASIC FACILITY FEES

Facility fees are charged for private events only. Church activities will not incur a fee. Basic fees include rental of the room and only the equipment listed above. Use of additional equipment may incur additional fees.

Tidal Wave Teen Youth Center	\$50/day
TWT Youth Center Deck	\$50/day
Fellowship Hall & Kitchen	\$50/day
122 Young Adults Room	\$50/day
Cafeteria/Gym	\$100/day

EQUIPMENT FEES

Additional equipment usage is limited to the items below. Fees apply:

Backdrop Curtains (set up & breakdown)	\$50
Tarp on Gym Floor (set up & breakdown)	\$50
Additional tables/chairs	To be determined based on need

FEE PAYMENT POLICY

All anticipated fees must be paid prior to the event. There are no exceptions.

CANCELLATIONS & RESCHEDULING

Events can be cancelled by contacting the church office as soon as possible. Should you wish to reschedule, you should contact the church office about the availability of a new date. Any fees paid toward the original event will be transferred to the new date. If the event is not rescheduled, all fees paid will be refunded.

Central Baptist Church reserves the right to cancel any event due to unforeseen circumstances. If CBC cancels your event, you will be refunded any and all fees paid. You may then rebook another date with a 50% discount on the basic facility rental fee.

FOOD & BEVERAGES

Food and beverages are the sole responsibility of the renter. All food and drink items should be removed from the facility after your event.

DECORATIONS & PAPER PRODUCTS

Decorations and paper products are the sole responsibility of the renter. This includes plates, cups, utensils, tablecloths, etc.

SETUP AND CLEANUP

Renters are responsible for setting up and decorating the area as desired as well as leaving the area in its original condition at the conclusion of the event. This includes, but is not limited to, returning all furnishings to their original position, removing all decorations, cleaning up spills, vacuuming and placing trash in the dumpster behind the church building.

ADDITIONAL INFORMATION

- Renters are liable for all damages incurred to the facility due to improper or negligent use of the facility.
- Smoking and alcoholic beverages are prohibited.
- Appropriate behavior (music, games, etc.) should reflect the "holy or separated" role we are called to.
- Central Baptist Church shall not be responsible for accidents, injuries or theft of personal property while using the facility.
- Renters (and their guests) should only access the parts of the facility that they have rented. Other parts of the facility should be considered off-limits.
- Central Baptist Church reserves the right to disallow use of the buildings to any person who violates these guidelines.
- Keys can be picked up from the church office during normal business hours (M-F, 8:30am-4:30pm) after all fees are paid and should be returned as soon as possible after the conclusion of the event. Failure to return keys will result in a \$20 key replacement fee.



Facility Use & Rental Request Form

Event Date _____ Event Time/Duration _____

Area(s) Requested for Use: TWT Youth Center TWT Youth Center Deck 122 Young Adults Room
(circle one or more)
Fellowship Hall Cafeteria/Gym

Department/Group/Individual making request _____

Purpose of Use _____

Church Activity Y N Private Event Y N

Responsible Party's Name _____

Contact Information _____
Cell Home or Work Email

I hereby agree to the terms set forth in the Facility Use & Rental Policy. I understand that Central Baptist Church/Central Christian Academy reserves the right to cancel permission for use of the facility at any time, for any reason. I understand that I must obtain and return any keys needed during normal church business hours (M-F, 8:30am-4:30pm).

Responsible Party's Signature _____ Date _____

Church Office Use Only	
Approved Y N	Fee Assigned _____
Approved by: _____	Date Fee Paid _____
On Calendar _____	Key(s) Received _____
	Key(s) Returned _____