

## **Berlin Christian Church**

### **Building Use Statement**

The mission of Berlin Christian Church is to 'Make More and Better Followers of Jesus Christ'. The church building is a tool for the congregation of Berlin Christian Church to help her fulfill her mission. Use of the building by the congregation and the people of the community will serve to spread the gospel, reveal God's love and the good news to all who visit our place of worship.

Use of the building facilities will be open to all persons and organizations that are willing to sign and abide by the building use policy. Church facilities will NOT be open to persons or organizations that engage in any type of illegal activity OR whose actions do not serve to advance the ministries of Berlin Christian Church.

Berlin Christian organizations, committees, teams, and groups can use the building facilities free by scheduling events.

Members of Berlin Christian Church congregation and approved "member hosted" organizations that further the ministries of Berlin Christian Church are welcome to use the church facilities. Berlin Christian will accept donations to defray utility and janitorial costs and/or to advance the ministries of Berlin Christian Church.

All other organizations or individuals that wish to use the church facilities will be asked specifically to make a donation in keeping with the donation schedule current for building use. The donation is intended to cover expenses for heating, air conditioning, and maintenance. Any organization or individual that wishes to use the church facilities will be required to sign the "Building Policy" and a "Building Use Agreement" document.

Berlin Christian Church Office will coordinate the building use schedule on a central calendar to make sure there are no conflicts with other activities at the Church.

Worship activities will have precedence over other building use. If a scheduled activity conflicts with a worship activity, the Church Office will notify the scheduled activity of the conflict. Otherwise, the building will be scheduled on a first come, first served basis.

Members and approved member-hosted organizations can schedule the church facilities by contacting the Church Office and giving the following information:

- Name of responsible person using building.
- Name of organization (if applicable).
- Telephone number of responsible person.
- Address of responsible person.
- Date of building use.
- Start and End time for building use.
- Area or rooms of the building that will be in use.

- Approximate number of persons at gathering.
- Purpose of gathering.
- A signed “Building Policy” document must be on file in the Church Office.
- If a key is required, the “Church Key Record & Agreement” form must be signed.

Other persons or organizations must complete and sign a “Building Use Agreement” as well as agreeing to and signing a “Building Policy” document. No other agreements, verbal or implied, will be binding on either party except by written amendment signed by the user and Berlin Christian Church. If a key is required, the “Church Key Record & Agreement” must be completed and signed.

Berlin Christian Church reserves the right to restrict or revise the use of the church facilities at any time without notice.

## Berlin Christian Church

### Building Policy

We are delighted to be able to provide a facility that is a safe and comfortable for all who use it. Please enjoy these facilities in a safe and respectful manner. Berlin Christian Church expects that you will treat our church home with the respect and dignity that a house of worship deserves. Therefore, it is expected that when you leave our church home it be in equal or better condition than you found it. Do not treat our home with less respect than you would show to your own home.

1. Follow the "Departure Check List" when your event is completed.
2. Berlin Christian Church is a smoke free building.
3. Reservations are required for building use. See "Building Use Statement" for an overview of the groups that Berlin Christian can accommodate and the Church reservation contact.
4. Keys will be issued on an as-needed basis determined by the Church Office. A signed "Church Key Record & Agreement" must be completed.
6. The individual designated as the "Responsible Person" on this form is accountable for the church use and property, including arranging, cleaning, fixing damage, and doing whatever it takes to restore the facilities to the same or better condition than it was found.
7. Any damage to the facility should be reported.
8. If your event has left the building damaged or dirty the individual designated as the "Responsible Person" on this form will be contacted, and future use of the building will be revoked if the problem is not resolved.
9. Plan to bring and use your own kitchen towels so church towels are left clean for expected use.
10. If you find the facilities are in an unacceptable state when you arrive, please make a note and report your findings.
11. Do not exceed your reserved time.
12. Others may be using another part the building at the same time your event is taking place. Please be respectful of their needs.
13. The Church must approve food and beverage serving and consumption locations. Alcoholic beverages are NOT allowed anywhere on church property for the purposes of consumption or distribution including the parking lot.
15. A cleaning deposit of \$100 may be required for building use.
16. Remove from church property all trash, leftover food, and supplies you brought with you. Place in dumpster.
17. There is no storage. Please remove all items brought for your event.
18. The church office is for church business only.
19. The phone is NOT for social or long distance calls.
20. The phone is for emergency use. If there is an emergency, dial 911. Notify the Pastor or an Elder as soon as practical.
22. All activity shall be within applicable law.
23. Return key(s) by date designated on "Church Key Record & Agreement."

Responsible Person \_\_\_\_\_

Printed: \_\_\_\_\_

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

## **Berlin Christian Church**

### **Departure Check List**

- Return all tables, chairs and items used to the arrangement and position where found.
- Clean tables used.
- Make sure that all lights are turned off. Check all rooms including bathrooms.
- Return thermostats to their original settings.
- Pickup all trash from floors, including bathrooms.
- Remove from Church property all trash generated by your group. Place in dumpster.
- Remove all items brought to the building, including leftover food.
- Check to see that all water has been turned off.
- If the kitchen was used make sure all appliances are turned off, the refrigerator is closed, dishes washed, and all items are put away.
- Clean up any spills or messes.
- Return all cleaning supplies to their storage areas.
- Close all blinds.
- Close and lock all windows.
- Close and lock all outside doors.
- Make calls for problems and emergencies, using contacts listed on the current Building Use Contacts List.

# **Berlin Christian Church**

## **Church Key Record & Agreement**

Name:

Home phone:

Work Phone:

Cell phone:

Email:

Address:

Organization/Purpose:

Day(s) and Time(s) of use:

Key issue date:

Expected return date:

Key issued by:

Title:

Key number or identifier:

I agree to abide by the guidelines set forth in the signed "Building Policy" and signed "Building Use Agreement" as applicable. I will surrender this key upon request of Berlin Christian Church. I will not make any copies of this key and will treat this key as confidential and sensitive property of Berlin Christian Church.

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

Signed: \_\_\_\_\_

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

**Berlin Christian Church**

**Building Use Agreement**

Use of Berlin Christian Church facilities.

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

Organization: \_\_\_\_\_

Use Start (date): \_\_\_\_\_

Through (date): \_\_\_\_\_

We agree to donate to Berlin Christian Church the amount of

\_\_\_\_\_ for the use of the church facilities as detailed below for the purpose of :  
We agree that all donations will reach Berlin Christian Church one week in advance of the use start date. If donations are not paid and cleared before the use start date, permission for the use of Berlin Christian Church facilities may be revoked. Berlin Christian Church agrees to provide the church facilities as is. Donations will cover at least costs for air conditioning/heating, water, bathroom facilities, janitorial facilities and electricity. We agree to sign and abide by the “Building Policy” and “Departure Check List”.

We also agree to hold Berlin Christian Church, congregational members, Church Leadership Team and church employees harmless and free of any claims of liability which may result from any injury or loss of property. We agree to accept full responsibility for any such claims from persons in attendance of our event. We agree to be liable for any damages or incident which may occur in connection with our event. In consideration of the promised donations and signed agreements specified above, Berlin Christian Church will allow use of the following facilities:

The words “we” and “our” used in this document refer to:

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Accepted by Berlin Christian Church Office Secretary or Elder,

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## **BERLIN CHRISTIAN CHURCH BUILDING USE SUGGESTED DONATION**

There is no charge to use the facility for active members.

<b>ROOMS TO BE USED</b>	<b>INACTIVE &amp; NON-MEMBERS</b>
SANCTUARY	\$250.00
Fellowship Hall & Kitchen	\$100.00
Classrooms	Donation \$25.00 per classroom

Checks for all building use donations should be made payable, in advance, to "Berlin Christian Church." The space will be reserved when check and accompanying paperwork is received.

The Elders shall have the right to waive any or all of the above suggested donations depending on the circumstances involved and the nature of the intended use.

\*Considering the length of time and/or nature of an event, the recommended donation may be changed.