

Reservation Guidelines for Facility Usage

1. The facilities owned by BBC are dedicated to and provided by the Lord and must always be used to the glory of God.
2. The facilities will not be available for rental on Sunday.
3. Facilities will not be rented out for the use of selling outside products or for corporate business-related meetings.
4. Facility Request Forms must be filled out to reserve the proper accommodations. Forms are available in the church office or as a link on the BBC website, www.bbcpa.org.
5. Bible Baptist Church reserves the right to refuse or cancel any event that is not deemed in keeping with the vision and mission statement of the church.
6. Smoking, alcohol, and abusive language and /or conduct is forbidden on the church and school campus (indoors or outdoors).
7. Dancing is not permitted anywhere on the church campus.
8. No tape is to be used on the gymnasium floor.
9. All use of the facilities must be fully supervised by an authorized adult.
10. Thermostats are not to be adjusted unless authorized by the church.
11. Please do not move the furniture on the Fireplace Side of the Santos Center from its present location.
12. The facilities are first and foremost reserved for the ministries of Bible Baptist Church. With the exception of church calendar events and weddings, reservations will be taken for events that will occur within the next 6 months.



201 W. Main Street
Shiremanstown, PA 17011
(717) 761-6040
www.bbcpa.org

Bible Baptist Church - Facilities Usage Fee Schedule

Member Rental Fees

| Facility | Half Day | Full Day | Cleaning Fee | Total Half Day | Total Full Day |
|--------------|----------|----------|--------------|----------------|----------------|
| Classroom | \$50.00 | \$75.00 | \$25.00 | \$75.00 | \$100.00 |
| Gym | \$75.00 | \$125.00 | \$25.00 | \$100.00 | \$150.00 |
| Kitchen | \$50.00 | \$75.00 | \$25.00 | \$75.00 | \$100.00 |
| Auditorium | \$100.00 | \$175.00 | \$75.00 | \$175.00 | \$275.00 |
| Upper Lobby | \$25.00 | \$50.00 | \$25.00 | \$50.00 | \$75.00 |
| Half Santos | \$75.00 | \$125.00 | \$50.00 | \$125.00 | \$175.00 |
| Whole Santos | \$125.00 | \$250.00 | \$75.00 | \$200.00 | \$325.00 |

Non-member Rental Fees

| Facility | Half Day | Full Day | Cleaning Fee | Total Half Day | Total Full Day |
|--------------|----------|----------|--------------|----------------|----------------|
| Classroom | \$75.00 | \$100.00 | \$25.00 | \$100.00 | \$125.00 |
| Gym | \$100.00 | \$150.00 | \$50.00 | \$150.00 | \$200.00 |
| Kitchen | \$75.00 | \$100.00 | \$25.00 | \$100.00 | \$125.00 |
| Auditorium | \$125.00 | \$200.00 | \$75.00 | \$200.00 | \$275.00 |
| Upper Lobby | \$50.00 | \$75.00 | \$25.00 | \$75.00 | \$100.00 |
| Half Santos | \$100.00 | \$150.00 | \$50.00 | \$150.00 | \$200.00 |
| Whole Santos | \$200.00 | \$300.00 | \$75.00 | \$275.00 | \$375.00 |

Material Usage Fee

(outside facilities' usage at individual approval)

| | Member Fee | Non-Member Fee |
|----------------------|------------|----------------|
| Tables | \$4 each | \$5 each |
| Metal Folding Chairs | \$2 each | \$3 each |
| Molded Chairs | \$2 each | \$3 each |
| Tent—Large | \$110 each | \$130 each |
| Video Projector | \$55 each | \$780each |

- Materials items not included in this listing are unavailable for rental.
- A 50% deposit must be received at the time of reservation. The final 50% of the fee is due the business day before the event.

The purpose of the Property Rental Policy is to be responsible stewards of church property by charging a reasonable fee to provide for utility, maintenance, and replacement expenses of property usage above and beyond regular church activity.