

BINKLEY BAPTIST CHURCH 2019 APPLICATION FOR USE OF CHURCH FACILITIES

Binkley Baptist Church gives priority to and provides facilities for use by church members, non-profit organizations, civic and community groups and those whose mission and purpose are compatible with that of our church.

Please use this form to request a room reservation. Once the form is received you will be contacted by the office manager to confirm your reservation. **Please note that church events have priority.** Completion of this form does not guarantee your reservation.

Name of Group: _____

Contact Person: _____

Email Address: _____ Phone Number: _____

Alternate Contact Person: _____

Email Address: _____ Phone Number: _____

How often will your group be meeting?

_____ one time only _____ bi-weekly _____ weekly _____ monthly _____ other

Day(s) of the Week/Month needed: _____ Start time: _____ End time: _____

INCLUDE TIME FOR SETUP AND CLEANUP

Room Requested: _____ Expected Attendance: _____

FEE AND PAYMENTS (checks made payable to: Binkley Baptist Church)

One Time Use: Payment is due with application.

Monthly/Weekly Meetings: An invoice will be mailed on the first of the month for the previous month's usage to the group's designated contact. Payment is due upon receipt of the invoice.

Room	Fee

I have received, reviewed and understand the Binkley Baptist Church policies and guidelines regarding the use of the church facilities and equipment. I understand these policies and guidelines and I am signing as a representative of my group. I will review the policies and guidelines with my group. I understand that as a representative of my group I am responsible for the group while they are on church property. On behalf of the group I represent we agree to comply with these policies and guidelines during our use of Binkley church facilities, and understand that Binkley reserves the right to discontinue our usage of the facilities should we not do so.

Signature of User Group Representative

Date

DO NOT PUBLICIZE ANY MEETINGS UNTIL YOU HAVE RECEIVED AUTHORIZATION.

The Church Administration has approved the use of the church facilities for the purpose and dates listed.

Signature of Church Representative

Date

BUILDING USE POLICY AND GUIDELINES

We give priority in space allocation to groups that advance the religious, humanitarian and civic life of the community and whose mission and purpose is compatible with that of our church. We take seriously our responsibility to keep a clean and functional facility for this outreach. Therefore, we expect you to adhere to the following policies and guidelines.

- A. The individual signing the application form is the designated responsible person and will be held liable for payment of all fees and deposits associated with the use of the facility and any damages that occur during their use.
- B. The user understands that Binkley Church reserves the right to cancel and/or change room assignments up to 48 hours prior to any event, occasionally on shorter notice in the case of a death in the Binkley family.
- C. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- D. **DOORS ARE NOT TO BE PROPPED OPEN UNDER ANY CIRCUMSTANCES.** The group is responsible to post someone at a door to let people into the building. Groups failing to comply with this policy will lose the privilege of using Binkley facilities.
- E. User groups are provided with keycard(s) and instructions on how to properly operate doors. There is a \$10 refundable deposit required for each keycard.
- F. No smoking, e-cigarettes, alcoholic beverages, illegal substances, and/or weapons are permitted in the buildings or on the grounds of the church.
- G. The Church has adopted a Safe Church policy, copies of which are available in the church office. This policy includes a requirement that **supervision of children and youth shall include a minimum of two adults.** Building users are expected to follow this guideline.
- H. When children are in attendance they must be under control of their parents or adults at all times and are not permitted to roam freely on church property.
- I. The use of church equipment, supplies or telephones without permission is prohibited. Use of church equipment is not included in the rental fee and is not guaranteed to be available.
- J. Users are expected to leave the building/room clean, in the same condition it was prior to the event, do not leave any food or drink in the building. **Take all trash to the dumpster on the K&W side of the building.** *For a fee, DCM Cleaning Service will setup or clean. Contact: Carl at: 919-245-3400.
- K. Users must remove all items associated with their program immediately following the event.
- L. All users are responsible for their own set-up, take-down, clean-up and reestablishment of items such as tables, chairs, and audio-video equipment utilized in their activities. **NO EXCEPTIONS TO THIS.**

- M. If you (the user) finds something wrong, broken, not working, leaking, falling, etc., please report it to the church office (office@binkleychurch.org).
- N. The user will be held responsible for any damage that occurs to church property, and the user assumes liability for injuries to persons attending the event and damages or loss of user's property.
- O. All users are requested to support our efforts to be good stewards of the earth, and must comply with our "Green Church" guidelines. All recyclable material must be placed in proper recycling containers. If your group generates a large amount of recyclable waste, **take it with you**. Recycling is available in the University Mall parking lot.
- P. All lights, hallway, bathroom and room, must be turned off upon the departure of the group.
- Q. All windows and doors, interior and exterior, must be locked upon the departure of the group.
- R. All running water, equipment and appliances used must be turned off upon the departure of the group.
- S. Thermostats must be returned to 80 degrees in warm weather and 62 degrees in cold weather upon the departure of the group.
- T. Groups may only use the space requested.
- U. Facility use will be limited to the hours of 9 am to 9:30 pm. NO EXCEPTIONS.
- V. The church is not responsible for loss or damage of personal property or for the results of encounters with those individuals in the building who should not be here. Users understand that Binkley Church does not provide security services and cannot prevent the entrance to the facility by individuals who do not have a purpose for being in the facility. The user should take proper precautions in guarding their safety and possessions.
- W. Users of the facility are asked not to provide financial assistance to individuals soliciting on church grounds. This is for your safety as well as the safety of our staff.
- X. Users may refuse entry to individuals who are not part of your group. If they are part of another group meeting they will need to have that group's representative let them in.
- Y. In any event where a user group feels unsafe you should call 911. The CHPD is aware that Binkley is used by many outside groups and will respond quickly to calls.
- Z. In the event of a building emergency after office hours, M-F 8:30 – 4:00, call Dale Osborne: 919-923-3874.

******Non Compliance with any of the above guidelines, or any additional per-event guidelines, gives Binkley Church the right to immediately terminate our agreement.***