

Chambers Creek Baptist Church, Grandview, TX

Building Usage (Non- Wedding) Guidelines

General Use

Availability:

The church building is available for non-church related events under certain conditions.

1. The church calendar is open on date needed. Scheduled church activities will take precedent over community/individual related activities.
2. Building use request form has been completed, signed, dated and on file with church office.
3. Fee, if required, has been paid.
4. Any requests for building usage that does not meet the criteria listed below, must be submitted in writing to and approved by the Church Council.
5. The above steps must be completed before any reservation is considered firm.

General Rules:

All areas of the church building and premises are considered and are respectfully to be treated as the Lord's property. Therefore, the following rules are to be enforced at all times:

1. No use of tobacco products.
2. No alcoholic beverages.
3. Food/Drinks – No food or drinks are allowed in the sanctuary at any time. All food and drinks should be kept in the Fellowship Hall or Youth Department unless special permission has been requested in writing to and granted by the Building and Grounds Ministry Group. All food and paper goods are to be provided by the person(s) reserving the building. (Tea and Coffee are the only exceptions)
4. Decorations
 - a. Candles – Only non-drip candles will be allowed and used in Fellowship Plastic must be placed under each candelabra.
 - b. Flowers – All flowers must be properly placed to prevent water circles, etc on the church furniture and flooring.
 - c. General decorations, displays, posters, etc. – The furnishings should be guarded from anything which would mar their appearance either temporarily or permanently; so, much care should be taken when decorating.
 - d. Confetti, etc. – Confetti, birdseed, rice, etc. are not to be used in the church building. For outdoor wedding send offs, birdseed, flower petals, or bubbles are the only items that may be used.

5. Utilities – The last person leaving should make sure lights, heat and air conditioning is off and the doors are locked.
6. Children are to be kept with and under adult supervision at all times.
7. Any damage to church property must be reported immediately. The person, persons or group reserving the church will be responsible for any breakage or damage done.

Fees:

All groups and individuals reserving the church for any function are responsible for seeing that all decorations are removed, counter tops, tables, dishes, etc are left clean and put away, and all trash is placed in the outside receptacle before leaving. Church members have an option to hire the CCBC custodian at a rate of \$50 per day to perform the remaining custodial duties such as vacuuming, cleaning restrooms, etc. Non church members and groups are to pay a mandatory \$50 fee per day for custodial services.

1. Charges are to be waived for:
 - a. Functions honoring church members*
 - b. Funerals
 - c. Community Senior Citizens Group
2. Civic Group functions/activities - \$100.00 per day
3. Non Church Member related functions/activities - \$100.00 per day
4. Church Member Family Reunions - \$100.00 per day
5. Additional days needed for decorating, preparation, etc. - \$100.00 per day
6. Private/individual children . . . member* or non-member . . . parties are not to be held on church property.
7. Use of sound technician(s) (mandatory) and/or church provided musician(s) (if available)- \$50.00 each (as is provided also through the church wedding policy)

Any requests for building usage that does not meet the criteria listed above must be made in writing and submitted to the Church Council for consideration.

*Number 6 includes exclusion to number 1. a.

**Chamber Creek Baptist Church, Grandview, TX
Building Use Reservation Form**

For Individual or Family Usage:

Person Reserving Church Facility _____

For Group Usage:

Group Reserving Church Facility _____

Person Making Reservation _____

Mailing Address _____

Phone: Home _____

Work _____

Cell _____

In Case of Emergencies:

Contact Person _____

Phone: Home _____

Work _____

Cell _____

Event/Activity:

Building Usage Purpose _____

Date Needed _____

Time of Event _____

Time Needed in Building _____

Time Event is Expected to End _____

Extra Days Needed for Preparation _____

Charges:

Event/Activity _____

Additional Day Usage..... _____

Custodial Fee _____

Musician Fee _____

Sound Technician Fee..... _____

Other: _____

Total Cost

Amount Pd – Date Pd _____

We/I have received, read and will abide by the Building Usage Guidelines for Chambers Creek Baptist Church of Grandview, Texas.

We/I also acknowledge that Chambers Creek Baptist Church, Grandview, Texas nor its members will be held responsible for any accidents, injuries or damages that might occur before, during or after the _____ function on _____ (date). We/I further acknowledge that it is our/my responsibility to convey such information to all others involved in said function.

Signature(s) _____

Title _____

Group (if applicable) _____

Date _____