BLUE SPRINGS CHRISTIAN CHURCH

ADMINISTRATIVE POLICY

BSCC POLICY NUMBER: FAC-5

TTTLE: FACILITY USE FOR CELEBRATION AND FAMILY EVENTS

DATE: July 2018

BSCC is glad to be able to offer the use of our facilities for those who call Blue Springs Christian Church their church home and community individuals to celebrate various milestones or personal events not connected to church activities or events.

The following guidelines must be accepted by those requesting:
- The individual or organization and its activities must not conflict with the beliefs and values of BSCC.
- Inappropriate behavior, alcoholic beverages and illegal drugs are not allowed. Smoking is not allowed inside any church buildings
- The event must not include revenue generating purposes unless prior approval.
- The event must aid the fulfillment of the church's vision to "minister to our community".
- BSCC reserves the right to cease offering the facility for rent to any non-church individual or organization.
- All wedding requests must follow the Wedding Guidelines
- Church related activities are given priority in scheduling events
- The Executive Pastor will make the final decision whether an event can be scheduled and if the full return of the deposit will take place.
- If a reservation is by a church member on behalf of another individual, that church member must be on-site during the whole event as the representative.
- Reservations cannot be secured more than 90 days in advance except for Graduations taking place in May. These may be secured as of January 1 of each year. Events requested within a 2-week period prior to the event will be considered but not guaranteed.

General Building Availability:
4:00PM-9:00PM Friday
12:00PM-5:00PM Saturday
1:00PM-6:00PM Sunday

May Graduations
9:00AM-2:00PM Saturday
3:00PM-8:00PM Saturday

If a different day is desired, a request can be made for consideration.

The available rooms to be reserved are:
Worship Center:

- A234 – can accommodate 60 people with round tables and chairs
- Lobby – can accommodate 150 people with round tables and chairs
- Kitchen

Student Center:

- Student Zone – can accommodate 100 at one time
  - Snack Shack
  - Warming Kitchen
  - Gaming systems
- Tower Room – can accommodate 20-25
  - Upstairs Snack Shack

Scheduling Procedure:

- Reservation request is completed online through the church website.
- Once received, the request will be answered within seven business days to either approve or decline.
- All communication on the event will take place with the church receptionist.
- All fees are to be paid two weeks prior to the event unless other arrangements have been approved.

Please read the following guidelines. Then complete the 3ʳᵈ page and return it to the church office.

Building Overall:
1) The buildings and furnishings should always be used with great respect and returned in working order.
2) All rooms and areas are to remain locked unless a reservation has been made.
3) No unsupervised children in the building (supervised means you see them and can monitor their behavior)
4) The only computers that are authorized to be used by non-staff and unauthorized volunteers are the computers in the Student Zone.
5) No use of any confetti or party favors that will difficult to clean up.

Worship Center: Lobby and A234
1) No furniture or equipment may be moved without prior permission at time of request.
2) Nothing is to be attached to the walls without prior permission at time of request.

Student Center
Student Zone, Snack Shack and/or Warming Kitchen
1) Nothing on or in the student ministry welcome kiosks are to be removed or moved without prior permission.
2) Nothing is to be attached to the walls without prior permission.
3) The Snack Shack and Warming Kitchen is not to be used unless requested at time of reservation and must be returned to the condition it was prior to use and all equipment and utensils are turned off and returned.
4) No Furniture is to be moved unless prior permission is given. Game tables are never to be moved.
5) Limit food and drink use to main area of the Student Zone and not around the Game Systems, Computer Stations, Pool Tables, Foosball Tables, or Air Hockey Table.
6) Breakout rooms are not to be utilized unless they are reserved.

Tower Room, Upstairs Snack Shack
1) No furniture in the room may be removed for an event. If furniture is rearranged, it must be put back in as found.
2) Refreshment tables may be set up in the Student Worship Center but all consumption for refreshments must take place in the Tower Room.

Fees

Deposit $200   _____
- Refundable if room is returned to presentable
  condition, no damage or loss of equipment

Room Use (includes set up and janitorial services)
     Member: $75.00   _____
     Community Individual/Group: $200.00   _____

Building Host – Required for all events $75.00   _____
- To open and close the building
- Be present for any needs during event

                                   Total Fee: _____

- If any technical needs are required (video/sound), an additional fee of $40 per hour will occur and must be stated at the time of reservation and approved by Worship Minister.
- Please submit two checks made out to BSCC:
  o Deposit of $200.00
  o Fee (based on total fee above)
- If a Member rents the facility, they must be present the whole time.

Agreement

By signing below, I am affirming that:
1. I have read and understood the Building Use Guidelines and Fees
2. I am the responsible party for the event requested
3. I understand that I and the group will be responsible for the costs of repair or replacement of any furniture or equipment that is damaged or goes missing during our event.
4. The deposit and all fees associated with my request will be paid to the church receptionist at least 2 weeks prior to the event. If this does not occur, the event is subject to cancellation.

Signed: _____

Date: _____

Name: _____

Address: _____

Phone #: _____

Email: _____

OFFICE USE:
Date of Event: _____
Time of Event: _____