

ROSEDALE PARK BAPTIST CHURCH BUILDING USE POLICIES AND GUIDELINES FOR FACILITY RENTAL

INTRODUCTION

The Rosedale Park Family Life Center facility is a blessing from God. This blessing should be used for activities that glorify God and helps members share the gospel with others in our community. With this in mind, the following guidelines have been established.

BUILDING USES AND ETIQUETTE

The Rosedale Park Family Life Center facility is a multi-functional building designed for church purposes, church-sponsored meetings, programs, and certain community activities. These activities typically include, worship assemblies, church fellowships, Bible classes, seminars, small group meetings, funerals, weddings, counseling, etc. Other church, educational, and recreational events are also welcomed. Our building is available to outside organizations as the church calendar permits and in accordance to the guidelines set by the church leadership.

Members of Rosedale Park Baptist Church may use the church facilities for themselves, their children or parents. However, due to the facility requiring expenditures for utilities, wear and tear, and added maintenance and personnel, we ask fees to be paid for most non-church related events or activities.

Priority for use of church facility will be given to the church and its affiliated activities. On occasion, an outside organization may be required to use a different room in the building or to meet on a different day. In such an event, every attempt will be made to give adequate notice and to make suitable arrangements.

This policy is to be given to any outside organization which request the use of the church facility, with the application provided by the church leadership.

BUILDING USE RENTAL FEES CHART

Church Facility Area	Rosedale Members	Outside Organization
Gymnasium	\$25/Hour	\$100/Hour
Kitchen	\$25/Hour	\$100/Hour
Multipurpose Room/Kitchen	\$75	\$300
Classrooms	\$25/Room	\$200
Sound Tech	\$50	\$50
Equipment (Projector, PC)	\$50	\$50
Security (<i>Required for 15 or more participants</i>)	\$50	\$50
Refundable Security Deposit (<i>Pending no damage incurred</i>)	\$50	\$100
Office Space		

Fees are to be paid to the church office at the time the facility is reserved. Checks or Money Orders should be made payable to **ROSEDALE PARK BAPTIST CHURCH**.

NO CASH ACCEPTED.

DEPOSIT

A deposit fee as identified for the representative in the prior table will be paid 30 days in advance to reserve the facility. The deposit will be retained until after the event. If no damage occurs, the deposit will be returned in 10 business days. User will be responsible for any and all damage costs over the deposit amount.

REFUNDS

Full payment is due 30 days prior to the event. Refunds will be given up to 15 days before the event upon cancellation of reservation. Security deposits are refunded, if no damage or loss is incurred, less any unpaid fees.

DAMAGES & DISCLAIMERS

The user group shall indemnify, defend and hold the church harmless from and against all claims, actions, damages, liability and expense to persons or property that may occur as a result of their use of the church facility, provided that such claims, actions, damages, liability and expense arise out of or result from the actions, inactions, omissions or negligence of the user group or its agents, representatives or guest.

Damages to Personal Property or Personal Injury

Regarding liability in the event of damages regarding autos, personal property, injuries, theft, etc., Rosedale Park Baptist Church will not be liable for the repair or replacement resulting from damages received while on the church property.

Damages to the Church Property or Building

Users will assume responsibility for the repair, cleaning, or replacement of damaged equipment, furnishings, carpet, paint, etc. All damages should be reported immediately to the Building and Grounds staff or church office.

Damage resulting in careless use will prompt action to be taken. The church reserves the right to revoke the privilege of using the facility if these guidelines are not followed.

Litter on Outdoor Property

All litter resulting from an activity should be cleared at the close of the event. In the event that custodial services are contracted for excessive cleanup, the group/persons reserving the event will be held responsible for the fees incurred for such services.

Loitering

The Rosedale Park Baptist Church property is private property and city ordinances apply during times not covered by regular worship hours and daily business hours for the church office and scheduled hours by the staff.

Anyone noticed gathering in the parking lot after hours, soliciting information or goods, or hanging out in the church facility without appointments with the staff or for specific church business will be requested to leave.

We encourage the use and enjoyment of the building and facilities by all members of our church family as well as our friends in the community. We request that each person realize that we are a diverse body of people and will respect the feelings, traditions, and opinions of others.

IMPORTANT

For the use of the Family Life Center, any activity and/or organization must complete and return a Building Use/Activity Request Form to the church office for review and approval by the leadership. The leadership of Rosedale Park Baptist Church must approve this application during any regularly scheduled leadership or ministry meeting prior to confirming reservations. It will be kept on file for the duration of the group's use of the church building

