



**Application and Contract for Use of BCC Facilities**

Name of Person/Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Numbers \_\_\_\_\_  
Email Address \_\_\_\_\_

Date of Use \_\_\_\_\_ Begin Time \_\_\_\_\_ End Time \_\_\_\_\_  
Purpose of Event \_\_\_\_\_  
\_\_\_\_\_

Number people expected \_\_\_\_\_  
Will refreshments be served?  Yes  No

| Room                      | Regular Rate | Discounted BCC Member Rate |
|---------------------------|--------------|----------------------------|
| Sanctuary                 | \$75/hour    | \$50/hour                  |
| Fellowship Hall           | \$60/hour    | \$30/hour                  |
| Youth Room                | \$45/hour    | \$20/hour                  |
| Other Sunday School Rooms | \$30/hour    | \$15/hour                  |
| Playground                | \$15/hour    | \$10/hour                  |
| Refundable Deposit        | \$150        | \$150                      |

Total Fee Due \$ \_\_\_\_\_  
Deposit Received \$ \_\_\_\_\_

*The \$150 refundable deposit (non-BCC members) and 50% of the total is required in order to reserve the date and space. Full payment must be made in advance of the event. Refunds (minus charges for actual damages and leftover cleanup) will be made within two weeks notice of cancellation or two weeks after event.*

Signature of the applicant indicates acceptance of the church building use procedures and rules (printed at the back).

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Church Administrator \_\_\_\_\_ Date \_\_\_\_\_

## BULDING USE RULES

The following rules regarding use of space, food, beverage, and cleanup apply to groups renting the church in addition to all church committees and church functions.

### A. Use of Space

- A group may use only the space assigned and specified in the rental agreement.
- Use of the building is only for the specific hours in the rental agreement.
- The building will be open 30 minutes in advance of the scheduled event. It is expected that the activity will end promptly at the hour stated in the rental agreement. Failure to vacate the premises promptly will result in an additional charge or possible loss of meeting privileges in the future.
- When using an area in the BCC campus, do not move any equipment from its normal location unless permission to do so has been given. Example: bookcases, wall hangings, charts, art show flats, musical instruments, pulpit, etc. Chairs and tables might be moved, but please return them to their original position before you leave.
- No signs may be hung in the building except for use during your activity. All signs must be hung so that they do not damage walls or furnishings.
- Smoking is NOT permitted anywhere in the BCC campus.
- No sound or projection equipment may be used without approval at the time of application.
- In advertising the use of The Biblical Community Church facilities, no group may use the name of the Church unless permission has been obtained in advance.
- Illegal drugs, firearms, weapons, or flammables are prohibited in the BCC campus. The Church reserves the right to call the proper authorities if these policies are violated.
- Users of the Church facilities are requested to respect our neighbors' rights to privacy, and particularly noise levels in the evening. All evening events should conclude by 10:00 PM on week nights (Sunday through Thursday) and 11:00 PM on weekends (Friday and Saturday)

### B. Food ~ Beverage ~ Clean-up

- No refreshments may be served unless prior arrangements have been made.
- No alcoholic beverages are allowed.
- If permitted, refreshments may be served only in the Fellowship Hall and other designated areas. Food is NOT allowed inside the sanctuary. Do not use any of the food in the Kitchen – it belongs to another group. Kitchen utensils and silverware are limited and can serve only a small group. If used they should be cleaned and returned to the proper place.
- Clean-up activity will be taken care of by the applicant. To avoid deduction from the deposit, all trash, litter and any signs or items on the walls must be removed and/or discarded in the garbage bins outside.

### C. Parking

- The Beth Torah Synagogue owns the cemented parking lot. They allow BCC to share the lot when they do not have any official activity.
- If the event falls on a Saturday, all guests shall park in BCC's grassy lot.
- A representative of the requestor shall coordinate with BCC's Facilities Manager regarding the usage of the parking lot. The requestor shall also designate a person who would manage the parking on day of the event.

### D. Miscellaneous

Where required by law, groups must carry insurance and obtain any necessary permits. Users of the Church facilities shall report any damage to the buildings or property, and agree to pay for necessary repairs or replacement.

**Contractual Obligations:** Signature of the applicant on the application indicates acceptance of the above church procedures and building use rules.