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## Facility Use / Rental Policy

### Introduction:

The use of the church facility (building and grounds) is primarily to facilitate the ministries, programs and activities of Central Fellowship (CFBC) and the larger Christian community in Prince George, but it is also to help facilitate the spreading of the gospel of Christ in our community and city. Though we must be diligent to know for what purpose and who is using the facilities God has entrusted to us, we must always bear in mind how the facility can be used to further Gods kingdom, to reach out to his people and those who do not yet know him and to serve the community God has placed us in..

### Scope of the Policy:

This policy applies to the use of the building and grounds located at 2840 Clapperton Street in Prince George B.C., outside of the regular Sunday morning service times, regular ministry times and other congregational meeting times that may be set up throughout the year.

### Aims of the Policy:

- Provide a set of guidelines to govern the use of the facility outside of set congregational meeting times.
- Protect the congregation, board and staff of the church.
- Ensure the use of the facility is not for illegal purposes and the use of the facility does not conflict with the purpose, beliefs or statement of faith of CFBC

### General Policies:

- In our facility, all officiating ministers or marriage commissioners must be approved by the lead pastor to be theologically in agreement with the Confession of Faith of the fellowship Baptist Church.
- All event rental users will be required to arrange for and provide proof of their own liability insurance
- All activities of all users of our facilities shall not conflict with the purpose, belief or statement of faith of CFBC.
- Church building and property are not available for usage when this would conflict with a church scheduled event.
- Children must be supervised at all times.
- It is expected that the person named on rental agreement will leave the facilities in the same condition in which they were found. (There will be a refundable damage deposit for janitorial and/or kitchen cleanup. If cleanup is deemed inadequate, deposits will be forfeited)
  - All tables cleaned and tables and chairs returned to their original locations.

- It is the responsibility of the user to provide basic cleanup as per the cleaning checklist attached to the rental agreement.
- It is the responsibility of the user to ensure all doors and windows are locked and the alarm is set when finished with and leaving the facility.
- Any loss or damage to the facility is the responsibility of the user
- Use of the sound system and projection equipment is prohibited unless it has been arranged ahead of time and CFBC sound personnel are present.
- The distribution of keys to the facility will be at the discretion of the church administrator

#### **General Policies Continued:**

- The consumption of alcohol, marijuana or drugs is not permitted on church property.
- Smoking is not permitted in the church building.
- Throwing of confetti or rice is not permitted in the building or on church property.
- No gambling is permitted on church property.
- All Fees are to be paid in advance
  - Fees may be waived for church members booking the facility for an event at the discretion of the Lead Pastor or the Leadership Team.
  - Fees for a ministry event approved by the Lead Pastor or Leadership Team may be waved at the discretion of the Lead Pastor or Leadership Team.

#### **Kitchen Use:**

- Approval for the use of the kitchen must be obtained when applying for facility use or rental
- A person with Food Safe Certification must be present to oversee the use of the kitchen and preparation of food for any event that is deemed to be a public event.
- Complete the “Clean Up Checklist” included in the rental agreement including cleansing and sanitizing all food preparation surfaces.

#### **Overnight Use / Rentals:**

- Applications for use of the facility for overnight events or stays must include a safety plan indicating:
  - Facility exterior doors to be locked no later than 11:00pm
  - Appropriate adult supervision of any youth component of the group
    - Consisting of a minimum of 2 adults (one designated as the supervisor), with a minimum of one adult of each gender represented in the youth.

- Appropriate sleeping arrangements to ensure the safety and security of an youth in the group
  - Consisting of separate gendered sleeping areas. The areas must have more than one means of egress.

Please see attached Rental agreement forms and fee schedule

<b>CENTRAL FELLOWSHIP BAPTIST CHURCH RENTAL AGREEMENT</b>
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Date of requested use: \_\_\_\_\_

Name of Group (If Applicable): \_\_\_\_\_

Name of Person who is accepting responsibility: \_\_\_\_\_

Contact Information for person responsible:

Address: \_\_\_\_\_

Phone/Cell: \_\_\_\_\_

Is this for the use of a Non Profit organization or registered charity. Yes ☐ No ☐

**Facilities Required:**

	<b><u>Fee</u></b>
Auditorium <input type="checkbox"/>	_____
Kitchen <input type="checkbox"/>	_____
Large Room off Auditorium <input type="checkbox"/>	_____
Upstairs Meeting Room(s) <input type="checkbox"/>	_____

**Equipment Required:**

Audio Equipment <input type="checkbox"/>	_____
Visual Equipment <input type="checkbox"/>	_____

**Other:**

Security Fee <input type="checkbox"/>	_____
Janitor Fee <input type="checkbox"/>	_____
Deposit for Key <input type="checkbox"/>	_____

**TOTAL FEE:**

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Walk Through of Facility ☐

**I accept responsibility and agree to abide by the attached Facility Use / Rental Policy:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**C.F.B.C. Use / Rental Agreement**  
**CLEANUP CHECKLIST**

<b><u>Auditorium:</u></b>	<b><u>Used</u></b>	<b><u>Completed</u></b>
Floor vacuumed:	<input type="checkbox"/>	<input type="checkbox"/>
Any spills cleaned up:	<input type="checkbox"/>	<input type="checkbox"/>
Chairs set up as found:	<input type="checkbox"/>	<input type="checkbox"/>
All decorations removed:	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Large Room off Auditorium:</u></b>		
Floor cleaned:	<input type="checkbox"/>	<input type="checkbox"/>
Furniture put back as found:	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Lower Foyer and Stairs:</u></b>		
Floor and stairs vacuumed:	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Upstairs Meeting Room:</u></b>		
Floors vacuumed:	<input type="checkbox"/>	<input type="checkbox"/>
Furniture put back as found:	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Washrooms:</u></b>		
Left in clean condition:	<input type="checkbox"/>	<input type="checkbox"/>
Garbage cans emptied:	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Kitchen:</u></b>		
Dishes cleaned & put away:	<input type="checkbox"/>	<input type="checkbox"/>
Garbage cans emptied:	<input type="checkbox"/>	<input type="checkbox"/>
Stoves cleaned (if used):	<input type="checkbox"/>	<input type="checkbox"/>
Fridge left clean (if used):	<input type="checkbox"/>	<input type="checkbox"/>
Counters & sinks cleaned:	<input type="checkbox"/>	<input type="checkbox"/>
Floor <u>clean</u> :	<input type="checkbox"/>	<input type="checkbox"/>

**\*Cleaning of rooms rented includes cleaning of washrooms and foyer.**

## **C.F.B.C. Rental Agreement**

### **Rental Fee Schedule:**

Auditorium:	\$ 100
Kitchen:	\$ 75
Upstairs Meeting Room:	\$ 50
Entire Building:	\$ 200
Audio Equipment & Operator:	\$ 30
Janitorial fee:	\$ 100
Security fee:	\$ 20/hr

### **Honorariums:**

The above fees do not include the services of the Pastor or Musicians  
Please give honorariums directly to them for their services.