strong tower
bible church

[Click here to access the FACILITY USE REQUEST FORM]

[Click here to pay for FACILITY RENTAL]

Policies and Regulations for Building Use

Use of all church facilities must be in keeping with the standards set forth by the Elders of STBCH and the facilities committee. STBCH has the right to deny rental for any reason.

The following rules will apply:

1. All functions shall be approved by the Designated Staff Contact before adding to the church calendar.
2. The person requesting use of the facility must schedule a meeting with the Administrative Assistant to discuss building use regulations.
3. The person requesting the use of the building will assume full responsibility for any damage, destruction or loss of church property during their event.
4. Activities must be confined to the area requested.
5. Smoking is prohibited inside the buildings. Alcoholic beverages and drugs are not permitted on any church property. Anything that would detract from a Christian atmosphere will not be permitted.
6. Audio Visual/Media will be controlled exclusively by authorized AV team members associated with STBC.
7. **Reservations:** Use of church property is on a first-come, first-serve basis. For space to be reserved, a “Facility Request Form” must be completed, signed off on by staff, and one-half of the rental paid (if applicable).
8. **Church Activities:** All church activities take priority over outside rental groups, with the exception of scheduled weddings.

9. **Decorations:** Decorations, posters, etc. are not to be put on any wall of the facilities or in any place that might damage walls, floors, carpets or furniture. Nails, screws, thumbtacks, tape, glue or any type are not to be used in any part of the buildings unless specifically authorized by the Facility Manager. All decor must be removed from the premises on the day of the event.
10. **Church Property:** Church-related materials or church property of any kind are not to be removed from the church premises. **No furniture is to be moved outside of the fellowship hall. Air & Heat will be controlled only by authorized staff members.**
11. **Deposits:** To secure a date to use the facility, a non-refundable deposit (half of the total rental fee) and security deposit (if applicable) must be paid with the signed contract. A contract will be given after the "facility request form" has been completed and a staff member has contacted you. If the deposit is not paid within 7 days after the contract has been given to the organization or individual, the date will be released. **All rental, cleaning, and audio visual (where applicable) must be paid in full 5 business days prior to the event.**
12. All bathrooms must be left in the order that they were found. Floors, sinks, and countertops must be left clean and in good order. Trash must be removed by group renting facility.
13. **Original condition:** To maintain the beauty of our facilities, all groups must leave the facilities in the condition in which they were entered. All lights must be turned off and the building secured at the conclusion of the meeting/activity.
14. A copy of the rules and regulations will be given to each group requesting rental.

Additional Fees:
Cleaning Fee – based on number of rooms used (see designated staff contact) (if applicable)
Audio Visual/Media - $50/hour per person, 3 hour minimum
Security - $50/hour per person

Kitchen Regulations:

a. Wash, dry, and return all dishes, cookware, silverware, appliances, etc. to proper locations.
b. Clean sinks and counters.
c. Remove wet towels and soiled tablecloths; wash, dry, and return them within 48 hours of the event.
d. Empty trash cans and put new liners in if needed. Place trash in the outside dumpster.
e. Sweep kitchen floor.
f. **DO NOT REMOVE ANY ITEMS FROM THE KITCHEN**
g. **DO NOT USE DISPOSABLE KITCHEN SUPPLIES** (cups, paper plates, napkins, etc.)
h. **DO NOT** leave food from your function in the refrigerator or cabinets.

Fellowship Hall Regulations:

a. Clean and put away tables used.
b. Clean seats of chairs used
c. Sweep Fellowship Hall
d. All decor must be removed from the premises on the day of the event.

Sanctuary Regulations:

a. Furniture, Chairs, Stage Equipment are not to be moved without approval. If approval is given, all items are to be put back in place at the end of the event.
b. Clean up all trash throughout the Sanctuary.

Costs do not include A/V, event set-up, janitorial or security fees.

	STBC Ministry	Member	Non-Member or Business
SECURITY DEPOSIT	No Charge	$150	$200
Classroom (per classroom)	No Charge	$50	$125
Fellowship Hall/ Cafe/Kitchen	No Charge	$200	$400
Cafe/Kitchen	No Charge	$150	$300

Sanctuary	No Charge	$150	$300
WEDDING PACKAGES			
*Wedding Package #1 (sanc, changing room for rehearsal and ceremony)		$250	$500
*Wedding Package #2 (sanc, changing room for rehearsal and ceremony, fellowship hall & kitchen)		$450	$900

For Non-Member or Business use, STBCH security team member(s) must be present for the entire event.