

# BEULAH CHURCH

## BUILDING USE POLICY & RESERVATION AGREEMENT FORM

### Building Use Approval Process

- 1) The purpose of use including any event content must not be in conflict with Beulah Church's mission and core values.
- 2) Reservation of The Mays/church facility will be limited to approved facility areas. Other areas in the building may be scheduled for other purposes at the same time.
- 3) Reservation Request & Approval:
  - Complete the information form on our website under the "Reserve Space" tab.
  - Complete the Building Use Policy & Reservation Agreement Form (this form) to start the reservation process and submit to Kayla via the church website/email: **beulahschedule@gmail.com**
  - A suggested donation of at least **\$50/ PER HOUR** is appreciated, to secure the facility.
  - Suggested donation needs to be submitted by card only, and before your event date.(pay on our website)
  - There is an additional \$125.00 donation asked of you, if the premises are not cleaned at the end of your event.
  - If you are not a member of Beulah and/or do not have a member to be present at your event, there will be a \$50 donation request from you, for us to secure a member to be on the grounds. (A church member is required to be at the facility for insurance purposes).

### Building Use Policy

- 1) Beulah Church functions and activities have priority over other events and reservations. . Reservation applications are considered in the order received.
- 2) In the case of ongoing use, such as weekly or monthly reservation of facilities, Beulah Church reserves the right to preempt use of the facilities. In such cases at least two weeks' advance notice will be sent to the contact person for the group.
- 3) Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.
- 4) No alcoholic beverages or controlled substances are allowed in the building or in the parking lot or surrounding land. Smoking is not allowed in any part of the building or immediately outside our facility.
- 5) Nothing may be attached to walls, pews, ceilings, or floors that might damage them. All decorations must be removed.
- 6) Those reserving are required to remain in areas specified in the agreement, and are responsible for keeping group participants confined to those areas.

- 7) Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
- 8) At the conclusion of each event, upon leaving the building, you must make certain that:
  - All lights and appliances are off.
  - All doors are locked.
  - Garbage and trash is disposed of properly in dumpster outside of the church kitchen in the trash containers.
  - The room is returned to its condition before the meeting – including the arrangement of tables and chairs. (You are responsible for set up and tear down/ all tables & chairs used must be put back where they came from).
  - The floor is swept.
  - If the kitchen is used:
    - All eating and preparation surfaces are washed clean.
    - All dishes or other kitchen items are washed, dried, and put away.
    - No food items are left on the premises or in the refrigerator or freezer.
    - Floor is cleaned
- 9) Beulah Church assumes no responsibility for the use of the building and facilities by the tenant and has no liability to the user for such use, and further the user agrees to indemnify and hold Beulah Church harmless from all third party claims, liability or damages arising out of such.
- 10) Beulah Church/it's officers/scheduler reserves the right to cancel or change this agreement at any time due to ministry activities and needs.
- 11) A member of Beulah must be present at the event, and unlock the facility for you, and lock doors upon leaving. You must have the church member make arrangements with Building admins for access to the building during your reserved time.

Reservation Details:

- 1) The facility is considered reserved when the **Scheduler (Kayla #304-654-6432)** has confirmed your forms are accepted and you have been entered on the Beulah Church Calendar.
- 2) You must communicate if you need tables/chairs and how many & you will need to take care of setup and tear down of tables and chairs.
- 3) You must get prior approval of anything setup at your event (other than chairs & tables) this includes but is not limited to, party inflatables, etc.
- 4) We expect and trust that you will leave all facilities "better than you found it" and enjoy your time here on the premises of Beulah Church facilities.

Signed by Person Responsible for Event: Agrees to Beulah Church's building regulations.

Signature\_\_\_\_\_Date\_\_\_\_\_

Approval Signature

