



Facility Usage Information

Facility Usage Request Form
(For fee information email administration@bonairbaptist.org)

Event Name: _____

Date(s) requested: _____

Time Requested: _____

Room Requested: _____

Approved By:

BABC Campus Pastor _____

Facilities Manager _____

Ministry Sponsor _____

Event Contact Name: _____

Event Contact Phone Number: _____

Event Contact Email: _____

Need our Facilities or Staff for an Event?

To request the use of the Bon Air Baptist Church facilities, please fill out the Facilities Resource Request Form. Please submit the form at least two weeks prior to your requested event date.

Facility Usage Fee Information

Bon Air Baptist Church (BABC) provides usage of its facilities, and personnel, for calculated fees. Approval for usage of BABC facilities is made by church leadership following BABC's stated Mission, Vision, and Culture. *Calculated fees are reviewed and approved by BABC leadership.*

Fees are based on the following criteria:

- Room(s)/Areas being requested.
- Number of people expected to attend.
- Time and day being requested.
- BABC minister or non-minister sponsored event.
- Active BABC member versus outside persons or organization.
- Special requirement fees – kitchen, specialized personnel or setup, media usage, etc.

Usage is considered started when persons or vehicles arrive and ends when all person and vehicles have left the premises. All outside organizations must provide a Certificate of Insurance to use BABC facilities. BABC will not be responsible for any damage or injury to persons, non-BABC equipment, vehicles, etc. when using BABC facilities. Financial responsibility for any repair of any damage or loss to BABC facilities, vehicles, and equipment will be owned by the person making the request for facility usage. Prior to usage approval the Facility Use Information and Rate Schedule Agreement must be signed and submitted.

Usage of Bon Air Baptist Facilities for Weddings and Receptions

Bon Air Baptist Church usage fees for weddings and receptions are documented in the Bon Air Baptist Wedding Guidelines Booklet. These fees are individually discussed and approved with the parties making the request to hold a wedding and reception at Bon Air Baptist Church.

Usage of Bon Air Baptist Facilities by For Profit Organizations and Businesses

Bon Air Baptist Church is a religious non-profit entity and believes as an integral part of God's Kingdom and community partner it should first prioritize active members and other non-profit organizations and persons in allowing for the use of BABC facilities. For Profit Organizations and business can be considered for facility usage, but church leadership, up to and potentially including the Board of Directors, will have to provide final approval. All fees for any For Profit Organization or business are negotiated separately and not subject to the current fee schedule.

Cleaning & Usage Expectations:

BABC Facility Usage Information and Fees, Final, March 1, 2023

- All trash is picked up and placed in receptacles.
- Remove food debris on floors, tables, and chairs, including kitchen areas used.
- Kitchen use: ensure water is turned off, refrigerator and freezer doors are closed, all food is removed or placed in trash, counters and tables are wiped clean.
- Remove all décor and place in trash receptacles.
- Proper decorum, language, dress, and behavior appropriate for a church environment is always required.
- No attachments to walls, doors, or other areas allowed unless pre-approved by BABC personnel.
- **No alcohol** is to be served or offered at any event on BABC property.
- **No smoking** allowed on BABC premises.