



Bon Air Baptist Church Building Use Information and Rate Schedule

Building Use Request Form

Event Name:

Date(s) requested:

Time Requested:

Contact's # & Email:

BABC Minister/Pastor: _____

Facilities Manager: _____

Ministry Sponsor: _____

Event Contact: _____

BABC Contact: Raquel Maye (804) 237-7861

Bon Air Baptist Church (BABC)– Building Use Fee Information

- BABC provides use of its facilities and personnel for calculated fees.
- Approval for use 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 requested.
 - The 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 organizations.
 - Special requirement fees – kitchen, specialized personnel or setup, media use, etc.
- Use is considered started when people or vehicles arrive and ends when all persons 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 people, 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 building use.
- Prior to approval, the Building Use Information and Rate Schedule Agreement must be signed and submitted.

Use of Bon Air Baptist Facilities for Weddings and Receptions

Bon Air Baptist Church use 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.

Use 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 building use, 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 & Use Expectations:

- 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 it 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.

FACILITY USAGE FEES AND REQUEST FORM:

All room rentals must be approved by BABC Staff prior to paying fees. We can only schedule an event if the facility is not already reserved. If you use a room for staging, you must pay for that room. ½ Security Deposit is required 2 weeks before the event. All janitorial, media, and kitchen fees should be paid directly to the Staff for that area.

BABC Initials

 Facility Renter's
 Initials

FEE SCHEDULE:

Rooms		Rental Fees			My Rental Fee	TOTALS
		BABC Ministry Sponsored Event*	Non-ministry sponsored event, active BABC Members	Outside Organization, Non-members		
Sanctuary Capacity - 0 to 800		\$0	\$200/3 hrs. then \$25/hr.	\$250/3 hrs. then \$50/hr.		
Commons Capacity - 0 to 400		\$0	\$200/3 hrs. then \$25/hr.	\$250/3 hrs. then \$50/hr.		
***Gym Capacity - 0 to 500		\$0	\$200/3 hrs. then \$25/hr.	\$250/3 hrs. then \$50/hr.		
Fellowship Hall Capacity - 0 to 75		\$0	\$100/3 hrs. then \$25/hr.	\$150/3 hrs. then \$50/hr.		
½ Commons Capacity - 0 to 150		\$0	\$100/3 hrs. then \$25/hr.	\$150/3 hrs. then \$50/hr.		
Crossing Youth Space Capacity – 0 -75		\$0	\$100/3 hrs. then \$25/hr.	\$150/3 hrs. then \$50/hr.		
Large Kitchen		\$0	*Contact Kitchen Director	*Contact Kitchen Director		
Fellowship Hall Kitchen		\$0	\$50/3 hrs. then \$20/hr.	\$100/3 hrs. then \$25/hr.		
****Classrooms	number of rooms required ____	\$0	\$50/3 hrs. then \$25/hr.			
Parking Lot Use Only *****	number of spaces required____	\$0	To be negotiated based on requirements			
Media and A/V Fees		\$0	To be negotiated individually based on requirements, Range \$75 to \$150 per person			
Janitorial Fees/Per Janitor** Paid directly to Custodian		\$150/3 hrs. then \$50/hr.				
Total Room Rental Fees						
Total Estimated Fees Including Room & Janitorial						

- *Minister sponsored events may be subject to janitorial and kitchen fees, to be paid by ministry area.
- **The number of janitorial staff required is determined by BABC staff and will be based on the number of people in attendance and the requirements of the event.
- ***Multiweek and reoccurring gym event rates can be negotiated directly with the BABC Director of Recreation.
- ****Classrooms are primarily defined as numbered rooms holding 40 or less people.
- *****Parking lot use may require janitorial cleaning based on event type.

Affirmation

I affirm that:

1. I understand that the Church does not allow its facilities to be used in a way that contradicts its Statement of Faith or by people or groups holding beliefs that contradict the Church's Statement of Faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the Church's Statement of Faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware of to Church staff.
3. I am not aware of any beliefs that are expressed by me or the organization I represent, and which request the use of the church's facilities that contradict the beliefs of the Church. I agree to promptly disclose any potential conflicts in belief to Church staff.
4. I understand that the Church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's approval, which is conditioned in part on my/our agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understand.
5. I understand that I will be responsible for any damage to the Church Facilities resulting from this proposed use of Facilities.
6. The Church believes, and I/we agree, that disputes arising under the use of the Church's Facilities are to be worked out between parties with mediation before any litigation.
7. Any fee for using the Church's facility is documented by a fee agreement and is incorporated into this request. I agree to release and indemnify the Church, its pastors, directors, officers, employees, agents, and volunteer workers from all liability for injury, loss, or damage to person or property arising under this Agreement.

Signature_____ Date_____

Bon Air Baptist Church

Facility Use Policy

Members, Other Churches, and Non-Church Groups

Purpose

Bon Air Baptist Church ("Church") adopts this Facility Use Policy in order to inform interested parties as to who may use the Church's Facilities ("Facilities").

The Facilities of Bon Air Baptist Church were provided through the sacrificial generosity of Church members, present and past. As such, the Church desires that its Facilities be used in a manner consistent with the Church's doctrine and practice. While the Facilities are not generally open to the public, the Facilities may be made available to non-members for activities that do not contradict the church's doctrine and practice.

The Church does not allow use the use of its Facilities by people or groups holding, advancing, or advocating beliefs or practices that conflict with the Church's historic faith or moral teachings, which are summarized in, among other places, the Church's Constitution and Bylaws and Statement of Faith. The Pastor is the final arbiter of whether a person or group advocates beliefs or practices in conflict with the Church's moral teachings.

The Church's restricted Facility use policy is necessary for two important reasons. First, the Church may not be in good conscience materially cooperating in activities or beliefs that are contrary to its faith. Allowing its Facilities to be used for purposes that contradict the Church's beliefs would be material cooperation with that activity, and would be a grave violation of the Church's faith and religious practice. (2 Corinthians 6:14; 1 Thessalonians 5:22).

Second, it is very important that the Church present a consistent message to the community, and that the Church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing Facilities to be used by groups or people who express beliefs or engage in practices contrary to the Church's faith would have a severe, negative impact on the message that the Church proclaims.

Therefore, in no event shall people or groups who advance or advocate beliefs or practice that contradict the Church's faith or moral teachings use any Church Facility. Nor may Church Facilities be used in any way that contradicts the Church's faith. This policy applies to all Church Facilities, regardless of whether the Facilities are connected to the Church's sanctuary, because the Church sees all its property as holy and set apart to worship God. (Colossians 3:17)

Approved Users

Church Facilities may only be reserved for use by Church members, churches and ministries of like faith and practice, and outside groups that the pastor determines do not violate the Church's Statement of Faith.

The pastor, or his designee, must approve all uses of church Facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the Church. Church Facilities and equipment will be made available to non-members or outside groups that meet the following qualifications:

1. Groups or people requesting Facility use must affirm that their beliefs and practices and planned uses of the Facilities do not violate the Church's Statement of Faith and practice.
 2. Persons or groups seeking Facility use must submit a signed "Church Facility Reservation Request and Agreement Form."
 3. Persons or groups seeking Facility use must be willing to take responsibility for the Facilities and equipment used and must agree to abide by the Church's rules of conduct and Facility Use Guidelines, as stated below and as described in any additional instructions by Church staff.
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Scheduling Events

Facility use requests shall be made to [Insert name, e.g., pastor, secretary, events coordinator] by submitting the "Church Facility Reservation Request and Agreement Form." The event will be reserved and placed on the Church calendar only when the pastor or his designee approves the use.

Facility Use Guidelines

1. No alcohol may be served in Church Facilities.
2. No smoking is permitted on Church premises.
3. Groups are restricted to only those areas of the Facility that the group has reserved.
4. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
5. Abusive or foul language, violent behavior, and illicit drug or alcohol use/abuse are strictly prohibited on Church premises. Any person exhibiting such behavior will be required to leave the premises.
6. Any person or group must sign the "Church Facility Reservation Request and Agreement Form" prior to reservation of Church Facilities.

Indemnification

_____ agrees to release and indemnify the Church, its Pastors, Directors, Officers, Employees, Agents, and Volunteers from all liability for injury, loss, or damage to person or property arising under this agreement.

Facility Renter’s Signature

Date