

**GUIDELINES FOR USE OF BUILDINGS**  
**Downsville Baptist Church**

1. Requests must be made in writing, on form provided, at least four (4) weeks prior to use. Complete all information and return it with the deposit attached. This deposit will be refunded no later than two weeks after the activity, provided that there has been no damage to the facilities or its furnishings and they have been left in satisfactory condition. Cancellation will result in the forfeiting of your deposit.
2. Letter, email, or phone will give approval.
3. The fees for building usage and clean up are NOT charged for church group activities (Bible Study, Class Social, Ongoing Regular Ministries of Downsville Baptist Church).

<b>Deposits</b>	Active Members	Inactive Members Non-Members
	\$ 25.00	\$ 100.00

<b>Building Usage Fees</b>	Active Members	Inactive Members Non-Members
a. Kitchen/Fellowship Hall	\$ 75.00	\$ 150.00
b. Worship Center	\$ 100.00	\$ 200.00
c. Classroom	\$ N/C	\$ 50.00

**Cleanup Fees** (Charged to Both Active Members and Inactive Members and Non-Members): Cleanup fees include the vacuuming and mopping of floors, set up as pre-arranged, takes down, cleaning and set up for the next events. It does not include the clearing of tables, washing of dishes or pots and pans.

NOTE: Active Church Members may wave the cleanup fees below by cleaning the church themselves.

	Active Members	Inactive Members Non-Members
a. Worship Center	\$ 25.00	\$ 25.00
b. Fellowship Hall/Kitchen	\$ 25.00	\$ 25.00

NOTE: Bridal showers and baby showers given by a Sunday School class, church group, or active church member of Downsville Baptist Church will not be charged. All other showers of Inactive or Non Members will be charged at the fee schedule listed above.

4. If kitchen equipment is to be used (i.e. ovens, stove, dishwasher, etc.) an orientation session will be scheduled with a person knowledgeable about kitchen equipment.
5. NO alcoholic beverages are allowed in any building or on church premises.

6. NO smoking is allowed in any building (restrooms included).
7. Care of all buildings is required and the group or individual using church facilities must pay for breakage or damage.
8. When youth or children will be using the facilities, the group using the building must agree to provide adequate adult supervision.
9. All fees are payable to the church office no later than two (2) weeks before its use. Deposits are required when the reservation form is turned in.
10. Air conditioning and heating usage – Federal Government Specifications. No more than two hours before use.
11. Wedding reception guidelines are in the Wedding Policy.
12. Only church sponsored groups and activities may use the buildings on a regular basis.
13. Under no conditions shall decorations be attached to the walls or other furniture by stapling, nailing, pinning or gluing.

## **KITCHEN POLICIES**

The following guidelines are to be observed by everyone who uses the church kitchen so that it will always be clean, presentable, and available for scheduled use.

### **1. GENERAL GUIDELINES**

- A. Wash and dry all utensils after use and store them in the proper places.
- B. Empty and wash all coffee machines.
- C. Dispose of all trash bags, bottles, boxes, etc.
- D. Dishes brought into the kitchen should be returned to their proper owners and not left in the kitchen.
- E. No kitchen equipment is to be taken from the church premises.
- F. Clean up all spills on the counters and floor.

### **2. REFRIGERATOR/FREEZER**

- A. No leftover foods are to remain in the refrigerator when you leave. Please take your extra food with you.
- B. Clean up all spills in the refrigerator.
- C. No food is to be stored in the freezer without the approval of the Director of Kitchen Services.

### **3. STOVE**

- A. Clean off the grease and spilled foods on top of the stove..
- B. Clean up spills in the oven.
- C. Be certain that the stove, oven, and all appliances are turned off after use.

### **4. LEAVING**

- A. Turn off lights and lock all kitchen doors when leaving.

**5. DAMAGE**

- A. Report any damage or equipment problem immediately to the church office.
6. An Inactive Member and Non-Member will be charged for the use of paper goods based on the church's own cost of providing these items.

**REQUEST FOR USE OF CHURCH FACILITIES/EQUIPMENT**  
**Downsville Baptist Church**

Group/Person Making Request: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Number expected in attendance: \_\_\_\_\_

The following church facilities are requested to be reserved:

\_\_\_\_ Kitchen/Fellowship Hall (Seats 125)

\_\_\_\_ Worship Center

\_\_\_\_ Chapel/Classroom # of Classrooms needed: \_\_\_\_\_

I will need the following tables and chairs:

\_\_\_\_ 8' Rectangle Tables, Number needed: \_\_\_\_\_

\_\_\_\_ 6' Rectangle Tables, Number needed: \_\_\_\_\_

\_\_\_\_ Chairs, Number needed: \_\_\_\_\_

Will you require the use of the sound system? \_\_\_\_ Yes \_\_\_\_ No

How many microphones will you need? \_\_\_\_ If more than three are needed; you must use the youth sound system at an additional charge. (See youth sound system policy).

Will you need paper goods (plates, napkins, cups)? \_\_\_\_ **Yes**, I will need

\_\_\_\_ plates, \_\_\_\_ 16 oz. cups, \_\_\_\_ 8 oz. Coffee cups, \_\_\_\_ Napkins

\_\_\_\_ **No**, I will provide my own.

**Room Arrangement:** Please draw a sketch of the room arrangement you desire on the backside of this reservation form.

**Please sign:** We have received a copy of the Building Use Policy of the Downsville Baptist Church and we agree to comply with the rules and guidelines regarding the use of the church's facilities and equipment. We have enclosed our security deposit and will forward the total amount of the rental fee for buildings and equipment at least two weeks prior to our usage of the building.

Signed: \_\_\_\_\_