

BUILDING/FACILITY USE

The Following Will be Included as Part of the Rental Agreement

1. Anyone wishing to use or rent the Church Facilities must contact the Church Secretary to check for availability. A calendar is kept and all events and activities occurring in the Church Facilities will be recorded on the calendar. If the Church already has plans at that time or needs the building before-hand for decorating and preparing for a Church event, the building will not be considered available.
2. To view the Church Facilities when considering rental, the Renter will be given a tour of the premises as well as a list of the policies and the rental contract. The tour will be conducted by the designated Church Representative. Arrangements to gain access to the Church Facilities prior to and for events must be made ahead of time with the designated Church Representative.
3. The rental contract must be signed and dated by the Renter and by a designated Church Representative prior to the use of the Church Facilities. A copy of the contract for each rental will be kept on file in the Church office.
4. Church sponsored events held in the Church Facilities as well as Church groups and organizations using the Church Facilities are responsible for the set-up and breakdown and general upkeep of all areas used including all property.
5. All temporary decorations and waste material are to be removed and discarded following the events. No permanent changes (painting, nailing, etc.) are allowed and the permanent wall decorations, table decorations, etc., are to be restored to their original locations.
6. Tables and chairs are to be put back in their pre-event location at the end of the event. **NO TABLES, CHAIRS, OR OTHER PROPERTY OF THE CHURCH SHALL BE REMOVED FROM THE PREMISES. TABLECLOTHS AND DECORATIONS STORED IN THE AREA WITH THE TABLES AND CHAIRS ARE FOR CHURCH USE ONLY.**
7. Anyone wishing to use the large kitchen equipment or appliances (stove, ovens, coffee maker, etc.) must receive prior permission and instructions on the proper usage per contract.
8. Renters shall not use the Church's paper products (cups, plates, napkins, etc.), aluminum foil, food, or drink items. Renters must provide their own products for personal uses.
9. All non-disposable dishes, silverware, pots, pans and utensils belonging to the church must be washed and put away.
10. Any individual or group renting or using the Church Facilities will be held responsible for ANY and ALL damages beyond normal wear and tear.
11. The Church Facilities shall not be used for any product parties (Avon, Tupperware, Home Interior, etc.) or any other function for one's personal profit or gain.
12. No political rallies or meetings for partisan politics will be held in the Church Facilities.
13. Non-evangelical religions are not permitted to conduct religious services in the Church Facilities. **All Non-Members must be of like faith and order. Church facilities must not be used for any religious purpose that does not align with the Constitution and Bylaws of Corrigan First Baptist Church.**
14. No smoking or tobacco is allowed INSIDE the Church Facilities, including the restrooms.
15. ABSOLUTELY NO alcoholic beverages or illegal drugs shall be allowed anywhere on the premises.
16. Dancing is not permitted.
17. Vulgar or suggestive music or videos must not be played.
18. Gambling is not permitted. Gambling is defined as the staking or risking by a person of something of value upon the outcome of a contest of others, a sporting event, or a game subject to chance; upon an agreement or understanding that the person or another person will receive something of value in the event of a certain outcome.
19. People attending events held in the Church Facilities must conduct themselves in an appropriate and civil manner including modest dress.

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Additional Church Policies and Procedures Not Included in Rental Agreement

Non-Members (May rent for showers, weddings and funerals only)

1. Payments in the form of cashier's check or money order will be deposited in the Church's General Fund for the following:
 - \$100.00- Utilities
 - \$100.00- Church Representative
 - \$200.00- Sanctuary Cleaning Fee **OR**
 - \$250.00- Family Life Center Cleaning Fee
2. A sound technician will be secured by the church and fees will be assessed according to the fee schedule (see Appendix A in the contract on the following pages).
3. A Church Representative must be present during the function and will be paid \$100.00 (\$25 per hr.) for the first 4 hours. If the event lasts longer than 4 hours, the Church will collect an additional \$50.00 for every hour over 4 hours to be deposited in the general fund and to be divided as follows:
 - \$25.00 per hour- Utilities
 - \$25.00 per hour- Church Representative
4. A sign-up sheet will be presented to the church for **Active** Members to sign up as Church Representative. A system of rotation will be implemented using this sign-up sheet. **Income is subject to IRS reporting guidelines. A W-9 must be filled out upon signing up to be a Church Representative if being paid for services.*
5. **Active** Church Members with knowledge of church operations may *volunteer without pay* to serve as the Church Representative for funerals only to aid the family in their time of need and the Church Representative fees will be deducted from the family's rental fees.
6. If there is a funeral for an **Active** Church Member's spouse, child or parent who is not a member of the church, they will be treated as a member for Church Facility use purposes.
7. If an event is during work hours, the Church Secretary may serve as the Church Representative and will not receive additional reimbursement. That fee will remain in the Church's General Fund.

Active Members

1. **Active** Members will not pay for use of the facility if they serve as the church representative (Utilities and Church Representative)
2. **Active** Members will pay a cleaning fee of either \$200.00 (Sanctuary) or \$250.00 (Family Life Center)
OR
Active Members can choose to clean the facility used according to the church cleaning guidelines (see Appendix B in the contract on the following pages).
3. A sound technician will be secured by the church and fees will be assessed according to the fee schedule (see Appendix A in the contract on the following pages).

BUILDING/FACILITY USE

Final Approval in Business Meeting: April 19, 2023.

Constitution, Bylaws, Policies and Procedures Ad Hoc Committee Members:

Tracy Cobb, Chairperson

Tammy Abshier

Steve Boyd

Sandy Burris

Shirley Cockrell

David Ray

Harold Seago