

Alta Vista Baptist Church Facilities Reservation Policy

The facilities of the Alta Vista Baptist Church are available to the ministries of this church, and its members for use on a priority basis. As a rule, any room(s) that are booked for use are available on a first come, first served basis. This is providing there are no conflicts with regularly scheduled activities, which will take priority.

There are occasion when church members and adherents as well as other groups will apply for the use of designated church facilities. These will be considered on an individual basis, and consent will be given with the following considerations and conditions:

- Priority will be given to **existing church ministries**, and in the event of an irresolvable conflict, availability may be denied up to two weeks before the scheduled event.
- Facilities will only be available to groups whose **goals and objectives are in harmony** with those of this church (see *Limitations and Restrictions* below).
- **All groups requesting the use of any church facilities, on a one time or on-going basis must complete and sign an application prior to any commitment by the church.** Verbal agreements could result in being bumped.

Limitations and Restrictions

1. **Supervision:** The applicant responsible for the event is responsible for the conduct and supervision of all persons admitted to the church building, and will ensure that all directives and instructions communicated verbally or written will be observed. There will be no alcohol or smoking on the premises.
2. **Approval:** Every application for facility use must have administrative or pastoral support.
3. **Financial:** (*for private and outside groups*) Rental fees of \$50.00 for upper and lower facilities. We ask that compensation of time be observed by the following suggested honoraria, payable to designated staff, in their name:
 - a. Custodial and Security support \$ 25/hr. per event
 - b. Sound technician / AV personnel \$ 25/hr. per event
 - c. Weddings \$100. per event & \$95. for custodial

NOTE: No confetti, rice or similar substance to be thrown inside of building.

*NOTE: * All required chairs, tables and equipment is included in this agreement.
* No decorating or special physical arrangements are included in this agreement.*

4. **Cleanup:** All rooms and equipment must be returned to the condition they were originally found or in the configuration requested.
5. **Restriction of Movement:** Activities must be confined to the facilities assigned. All other areas are out of bounds.
6. **Vacating the Premises:** Activities must be concluded, and the **building vacated no later than 10:30 p.m.** A security alarm system then will be engage.
7. **Cancellations or additional requirements** must be communicated no later than seven days prior to the event.
8. **Security:** Exterior doors are not to be left unlocked and unattended. Someone from the group must monitor the door during arrival of participants.
9. **Exceptions:** Any exceptions to this policy must be cleared through the Church Office.