

Facility Use Procedure

BOERNE BIBLE CHURCH

It is the desire of Boerne Bible Church that its buildings, grounds and equipment be used for God's purposes, including:

- 1) Church activities
- 2) Church sponsored activities
- 3) Community activities

Such activities may be allowed upon approval by the church's Deacon Board or designated Facility Coordinator (designated by the church deacons).

In order to use these facilities, please abide by the following procedures:

Obtaining approval for building use:

- 1) The church Deacons will provide copies of this document upon request.
- 2) Complete the attached Facility Use Request.
- 3) Leave the completed form in the church office or Mail to: Boerne Bible Church 1026 E. Blanco Boerne TX. 78006 Coordinator's mailbox. Keep this procedure page for reference. For an expedited request, the church Deacons will provide the Facility Coordinator's home phone number.
- 4) The Facility Coordinator will contact you by phone when your request has been approved. The Facility Coordinator will explain the donation process. If the Request Form is properly completed, a decision should be reached within a few days after the next Sunday.
- 5) Donations for building use will be received from any person(s) or groups that are not members or regular attendee of Boerne Bible Church.
- 6) In cases of unusual circumstances the Deacon Board will make final decision over building use.

Obtaining access to the building at the time of your approved, scheduled event:

- 1) Upon approval of the Facility Use Request form, the Facility Coordinator will explain how access to the building can be obtained, including:
 - a) Access to a key.
 - b) Operation of the building's heating and air conditioning system.
- 2) If you intend to change the configuration of any room or the location of any equipment, make a written note of the original configuration so that all equipment and room configurations can be returned to their original condition at the completion of your event.

Your responsibilities after the event is completed:

- 1) Walk through every room that was used by your event or by the participants of your event and
 - ✓ Return all items to their location before your event began, and
 - ✓ Return all rooms to their configuration before your event began.
- 2) Immediately notify the church Facility Coordinator of any damage or unusual wear that occurred during your event.
- 3) Remove any significant garbage that was generated by your event; and remove all garbage that might generate odors.
- 4) As you leave the facility, ensure that all doors to the facility are locked.
- 5) Return any keys to the person who provided you with keys.

Calendar Update
Boerne Bible Church

Requested by _____

Phone _____ E-mail address _____

Function _____

Description _____

Date _____

Time _____ to _____

Location:

Boerne Bible Church room(s) _____

Off-site _____

Adult in Charge _____ Phone _____

E-mail address _____

I confirm;

1. There will not be any activities at this event that will conflict with Christian behavior and teaching, as found in the Holy Bible.
2. All activities will be properly supervised which includes supervision of all children at all times.
3. At the end of the event, the room will be left in the same condition in which it was found.

I,

Signature Date

Approved by: _____

Signature Date Donation

Facility Use

Boerne Bible Church

After completing the check off list, please leave this form on the front desk in the church office.

Guidelines:

1. Children are to be supervised by an adult or responsible teen at all times, not to be left unattended in rooms or running throughout the facility.
2. The following check off list should be initialed and signed after the event is completed

Check off List

- ___ All rooms returned to regular layout _ All rooms used vacuumed and swept
- ___ All tables wiped clean _ No food left in any room including kitchen
- ___ All drink containers washed & put away _ Rest Rooms checked
- ___ All trash disposed of in kitchen _ Walkway/grounds checked for food or trash
- ___ Kitchen trash emptied in dumpster if more than half full or any item with odor.
- ___ Air conditioning and heat settings reset
- ___ All lights off, alarm set and doors locked

Signature_____ Date_____