

PLEASANT HILL BAPTIST CHURCH CHRISTIAN LIFE CENTER USE POLICY (6/2022)

The Christian Life Center of Pleasant Hill Baptist Church is dedicated to God and its use to honor Him – to sharing His love and the miracle of salvation through Jesus Christ. It is our desire that this facility be used to provide opportunities for people to know God and to mature in their Christian growth in all aspects of life: Spiritual, social, emotional and physical. We dedicate this building to serve as an outreach tool to the whole area.

For use in this policy, the following definitions apply: **Member:** is defined as someone who is listed on the church roll. **Church:** Pleasant Hill Baptist Church. **Adult:** A person over the age of 21. **CLC:** Christian Life Center

SCHEDULING & GUIDELINES:

1. To schedule the use of the Christian Life Center, a Facility Use Request Form will need to be filled out by a responsible adult and/or the adult leader of the group wishing to use the facility (members and non-members). This individual shall be responsible for the care and safety of the participants and the maintenance of the facility. Those forms may be picked up in the Christian Life Center or in the church office.

2. Once the Facility Use Request Form has been filled out and returned to the church office, the Life Center Use Calendar will be marked. There will be two calendars (one will be kept in the Christian Life Center and the official calendar will be kept in the church office). Once an activity or event for the Christian Life Center is scheduled and placed on the calendar, the Christian Life Center is considered booked for the date and time requested.

3. Church functions and church member uses will have precedence over other uses, if that date and time is available, except for wedding and wedding receptions. Church functions should be planned and the Church office notified, with as much advance notice as possible, so that they can be placed on the calendar.

4. Non-members may book the use of the facility with at least 2 weeks notice but not more than 1 month in advance. ***This does not apply to weddings and wedding receptions.*** Non-members may book the building by following the procedures outlined in Item #1 and #2 above.

5. Multi use events shall be brought before the Christian Life Center Policy Committee for approval.

6. All groups or individuals using the facility must agree to the policies for use, outlined herein and on the Facility Use Request Form.

7. If a scheduled activity is cancelled, the person reserving the facility should notify the church office as soon as possible.

8. The use of skates, skateboards, softballs, baseballs or any equipment that may harm or damage the facility is prohibited.

9. Any equipment being used, which belongs to the church, is in the charge of the adult responsible.

10. The church will have no written dress or discipline code other than to remind the participants that they are in the house and presence of God and are requested to dress and act appropriately at all times. If someone does not behave or dress in a Christian way, they may be requested to vacate the premises.

11. There will be no smoking, drinking of alcoholic beverages, use of illegal drugs or use of foul language in the facility.

12. The church will not be responsible for lost or stolen items, nor will it assume liability for injury to anyone.

13. A church member will not be charged for the use of the facility, but donations will be accepted. They are responsible to make sure everything is put back in its proper place, including but not limited to, tables and chairs as well as kitchen articles. Balls, nets and other equipment are to be returned to the proper place and the building left in clean condition after use. If a responsible church member chooses not to clean the building, a cleaning fee of \$100.00 will be charged for the sanctuary and \$100.00 for the CLC. This fee is to be paid directly to the janitor/s from the responsible party. Everyone is requested to use their own kitchen supplies, such as plates, cups and other paper items.

14. A non-church member will be charged \$200.00 for up to four (4) hours use and each additional hour will be at \$50.00 per hour, for the use of the facility. They are responsible to make sure everything is put back in its proper place, including but not limited to, tables and chairs as well as kitchen articles. Balls, nets and other equipment are to be returned to the proper place and the building left in clean condition after use. The same guidelines as above in 13 apply to the cleaning options. Everyone is requested to use their own kitchen supplies, such as plates, cups and other paper items.

15. Member and non-members shall make arrangements with the church office (phone #789-1462 from 9:00 A.M. to 12 noon) for the appropriate key check out and return. **ALL** keys and check lists, should be returned on the next working day or left in a drop-off box at the Christian Life Center.

16. This policy shall be open for review by the Christian Life Center Committee at any time.

PLEASANT HILL BAPTIST CHURCH CHRISTIAN LIFE CENTER REQUEST FOR USE

CHURCH OFFICE (8:00 A.M. – 12 NOON) PHONE 789 - 1462
pleasanthillbaptistchurch@windstream.net

I request the use of the Pleasant Hill Baptist Church Christian Life Center for:

Purpose _____

Date(s) of _____

Time: From _____ to _____ (Please, include time for set-up and clean up when filling in the times above.)

Attendance: There will be approximately _____ adults and _____ youth/children in attendance.

We will/will not (circle response) be using the church's equipment in our activities.

Which areas of the Christian Life Center are needed?

_____ Kitchen _____ gym _____ meeting room.

Please check all that apply:

___ Responsible party is a member of Pleasant Hill Baptist Church.

___ Responsible party is NOT a member of Pleasant Hill Baptist Church.

___ Responsible church member party will clean facility as outlined.

___ Responsible church member party will pay the cleaning fee of \$100.00 per building to the Janitor.

AGREEMENT

I understand by making this request, I assume the responsibility of:

1. Reasonable control of the participants
2. Reasonable care of the facility and its equipment
3. Abide by the Pleasant Hill Baptist Church Christian Life Center Use Policy
4. Ensure that no damage occurs through the use of:
 - A. Nails, staples, tacks, etc. in the walls, floor or ceiling – prohibited uses
 - B. Tape attached to the walls, floor or ceiling
 - C. Other foreign matter which would mar the appearance of the facility
 - D. The use of skates, skateboards, softballs, baseballs or any equipment that may harm or damage the facility is prohibited
5. Returning the facility to a fresh and clean condition as outlined in the CLC policy.
6. Agreeing that the church will not be responsible for lost or stolen items, nor will it assume liability for injury to anyone.
7. To abide by the Exit and Cleaning Check List , a copy of which is attached to this form.

I understand and agree to take responsibility for these conditions.

Name (please print) _____ **Signature** _____

Address _____

Phone number _____ **Date submitted** _____

PLEASANT HILL BAPTIST CHURCH CHRISTIAN LIFE CENTER EXIT & CLEANING CHECK LIST

EXIT CHECK LIST:

- _____ A. All burners turned off on stoves
- _____ B. No food is left. (Nothing should be in the refrigerator)
- _____ C. All decorations taken down and taken with you
- _____ D. All toilets flushed
- _____ E. Water turned off at EVERY sink
- _____ F. All trash taken to designated location
- _____ G. All athletic equipment returned to the appropriate location
- _____ H. All lights turned off, inside/outside/and bathrooms
- _____ I. Thermostats set to the appropriate settings

CLEANING CHECK LIST:

- _____ A. Kitchen left clean, dishwasher emptied/cleaned
- _____ B. All floors swept, mopped (if needed) and cleaned/gym dust mopped
- _____ C. All tables and chairs are to be WIPED off and PUT UP

Signature _____ Date _____

Reviewed By _____