

BLACKFOOT CHRISTIAN FELLOWSHIP BUILDING USE AGREEMENT

Facility Use Guidelines

1. **No alcohol may be served** in church facilities or on church property.
2. Smoking in any indoor church facilities is **prohibited**.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
5. Food is NOT permitted in the Sanctuary and should only be in the Fellowship Hall, Kitchen, and the Entry outside of the Sanctuary.
6. I (the user) will clean up all areas used (including food items), check bathrooms, close windows, lock up and turn out the lights after each use of the building for a class, workshop, seminar, or event.

I understand that I am agreeing with Blackfoot Christian Fellowship to a temporary building use agreement to begin _____ at _____ am/pm and end _____ at _____ am/pm, for the purposes of _____, and will be using the following room(s) _____. (Reference the chart attached)

I understand that I am receiving an exterior key for the sole purpose described above at the agreed upon days and times.

I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith. (A Statement of Beliefs is available at blackfootfellowship.org)

To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to church staff.

I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.

I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Pastor and/or Church Board approval.

I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.

Printed Name _____ Signature _____

ture _____ Date _____

Facility Use Policy

PURPOSE

Our desire for our building is not only to serve the needs of the family, but also the needs of the community. We welcome outside groups to use our facility as often as we can accommodate them. As for all building use, whether family or community, we will expect that the following guidelines will be followed for the protection of the building as well as those inside. Any violation or deviation from any of these requirements will result in the immediate confiscation of keys.

PROCEDURES

Keys will be issued to directors and leaders only. These keys are your responsibility. Replacement costs and re-keying of doors is an expensive process, one that you may be held accountable for in the event you lose your keys.

In the event of lost or misplaced keys, you must notify Laura Mansanarez at (208)785-3247 or (208)680-0560 within 24 hours. Be sure to speak with her and not just leave a message. (Laura is not in the office on Fridays.)

At NO TIME are keys to be shared among family, friends, or other ministry members, unless pre-arranged with Laura Mansanarez. You, as the signer of the key(s), are the ONLY person authorized for use of the keys.

Duplication of keys is NOT permitted at all. Any duplication will result in immediate confiscation of your keys and could result in a loss of ministry responsibilities as well.

A \$50 deposit is expected before keys are issued.

When collecting your key(s), you will be walked through procedures for securing the building. Opening and closing the building correctly will ensure safety for those here and will ensure that only you and your group are in the building.

Securing the building at the end of your event is one of the most important responsibilities you will have. Be sure to check off the following thoroughly:

- All lights are off in all rooms that were used.
- Bathrooms checked (toilets flushed).
- All heaters and A/C units turned off and unplugged, if necessary.
- Check ALL doors to ensure that they are locked and properly closed.
- Close any windows that were opened.
- With another person, walk the building to ensure no one came in and hid during your event.

If at any time you are here and there is a problem, contact Laura at (208)680-0560 for assistance.

Stage Use: Items on the stage should NOT be moved unless prearranged by Laura Mansanarez. (Our instrument owners prefer to move their own instruments.)

Sound Equipment: Absolutely NO Kids in the Sound Booth! Prior approval is needed to use the sound system. Approval comes from connecting with a sound person ahead of time, to assure them that you can use the equipment properly. Otherwise, a sound person will need to be present and compensated for their time at **\$25 an hour**.

Nursery: If the nursery is used, ALL toys should be put back in place, the toilet should be flushed, and any soiled diapers should be removed and placed in the outside trash bins.

Kitchen Use:

If you use any coffee, condiments, and/or paper goods, please consider giving a donation to help cover the cost. The Popcorn Machine is off limits, as well as the supplies.

Please be sure to turn ovens and stovetops off.

DO NOT RUN THE SELF-CLEAN ON THE OVENS. If there is an issue, notify Laura. Foil can be placed on the lower racks, for easy clean up, if you are only using the top racks.

The dishwashers should only be run when someone is present.

Food: All food should be cleaned up and taken with you, and food/drink spills should be cleaned up before you leave.

Storage: If you have an agreement to use the building on a regular basis, and need to store items here, it MUST be prearranged with Laura and ALL items should be labeled, to insure it isn't used by others. We will not be held accountable for items left and unlabeled.

Pricing: \$50 half a day, \$100 full day

I have read and agree to the above guidelines, and will adhere to them fully.

Contact Person _____

Phone#(s) _____

Email _____

Organization _____

Signature _____

Date _____

BCF Signature _____

Date _____

Key Number/s _____

DATE RETURNED _____ BCF Signature _____