



## FACILITY USE GUIDELINES AND RENTAL FEES

### GENERAL CHURCH USE POLICY

- The building is open to The Bible Chapel congregation and their families, as well as the community, for use as a meeting space and for recreational activities. There may be certain restrictions and fees. We do not rent to anyone under the age of eighteen (18).
- We intend to limit outside use to the degree that it restricts our church ministries and biblical mandate.
- All Facility Use Requests made by **ministries of The Bible Chapel** must be made no later than **two weeks prior to the event** and any **events not part of a ministry of The Bible Chapel** are to be made no earlier than **three months prior to the event date**.
- You are responsible for notifying your group as to the location of your meeting/event. No signs are permitted to be taped to the walls and/or doors.
- The Bible Chapel Facility's staff reserves the right to reschedule your function in the event that the space is needed for a church-wide event.

### BUILDING USAGE

- The building can be rented Monday through Friday 8am-9pm, Saturday 8am-3pm, and Sunday 1pm-2pm.
- A number of rooms, including, the Green Room and Connections Café, are not available for rent, and/or have limited availability, and are subject to additional fees.
- Safety is our number one concern. Children must be supervised at all times while at The Bible Chapel and must stay in the room(s) that is reserved. Children are not permitted to roam around the building unattended.
- If the Fire Alarm sounds, everyone **must evacuate** the building, no exceptions! Make sure that you are familiar with the Fire Escape Plan for your room and that you understand what you must do in case of an emergency.
- Please leave the room(s) in the same condition that you found it. Straighten up the room by putting away all toys, games, chairs, etc. that were used.
- If something in the room is not working properly or something is accidentally broken, bring it to the attention of the maintenance worker on duty. You can reach them by walkie-talkie located at the Information Desk in the Main Lobby at the South Hills Campus.
- Please be considerate of noise or activities that might interfere with other ministries or groups.
- Please adhere to the time parameters that are indicated on the request form. Other groups or ministries could be affected by the time overlap.
- As this is a Christian facility, we ask that you be respectful of that in the music, actions, and words used.
- The Bible Chapel is a *non-smoking & alcohol free* facility.

### BUILDING USAGE RENTAL FEES

We are privileged to open our building to you, and we consider our building a gift from God. We intend that it be used in the service of our Lord and Savior, Jesus Christ. In that, we only intend on recovering operating expenses through our rental fees. **Please allow a full two weeks for processing of facility use requests.**

#### RENTAL FEES

**Member:** (Any member of the immediate family) \$50.00 refundable deposit plus \$15 hourly room rate for any event, activity, etc. that is not part of a ministry of The Bible Chapel. The member rate does not apply to any member using it for their business. Please see *Business Rate*.

**Regular Attendees/Non Members:** \$200.00 refundable deposit plus a \$50 hourly room rate. Larger rooms will be an additional cost.

**Business Rate:** \$200.00 refundable deposit plus a \$75 hourly room rate. Larger rooms will be an additional cost.

In order for an event to be considered a ministry of The Bible Chapel, it must fall under the leadership of a pastor or director of The Bible Chapel. Confirmation of sponsorship and commitment of ministry resources will be required. No fees are incurred by any event that is a ministry of The Bible Chapel.

**Rental Fee includes:** Basic set-up and clean-up and minor use of the kitchen. Extensive room set-up and/or extensive kitchen usage including coffee or technical support are subject to additional fees or may not be available.

**Recurring Events/Meetings:** The Bible Chapel's Facilities Team will consider each Non-Chapel request on a case by case basis. Generally, The Bible Chapel does not approve requests that meet weekly on an ongoing basis.

**Fundraisers:** The Bible Chapel Facilities may not be used for any fundraising activity.

**Businesses:** At The Bible Chapel, we do not rent our facility to any person(s) using our facility as their sole place of business or as a meeting place to promote their business. The Bible Chapel will consider renting space for non-promotional meetings and trainings and renter will be charged at the business rate. Member rate is not applicable.

**Waivers:** Renter does hereby release and relieve The Bible Chapel from and waive any claim of recovery for, any loss or damage to the property of the Renter or any of its agents, servants, employees, contractors, invitees and guests arising out of or incident to the occurrence of any of the perils covered or required to be covered by Renter's insurance policies. Under no circumstances whatsoever shall The Bible Chapel be liable to Renter for any losses or damages suffered as a result of business interruption, lost profits or other consequential damages, whether or not the same are a result of any act or omission to act on the part of The Bible Chapel or any other party. Renter's insurance policies shall expressly permit such a release or contain a waiver of any rights (of subrogation or otherwise) of such insurer against The Bible Chapel and Renter and such other persons.

**Indemnity:** Renter does hereby agree to indemnify, defend and hold The Bible Chapel and its directors, officers, agents, servants and employees harmless from and against all suites, actions, losses, damages, claims and liabilities of any kind of nature (including without limitation reasonable attorney fees and other costs of litigation) for personal injury to or death of any and all persons, arising from or in connection with the presence at, use and occupancy of, and activities in, on and about The Bible Chapel's facility by Renter or agents, servants, employees, contractors, invitees and guests, or arising from or in connection with any peril which Renter is required herein to insure against, except only for such as may result from the sole and active negligence of The Bible Chapel.

**Insurance:** Renter acknowledges that it may secure insurance for its own benefit against the risks which are the subject of the waivers and indemnity set forth above.

***The undersigned by its signature below hereby agrees and consents to all the foregoing terms and provisions.***

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email address