

Rolling Hills Baptist Church Regulations for Member Use of Church Facilities

We encourage the use of church facilities for members, classes, LIFE Groups, and ministry group. It is necessary, however, for the care, safety, and protection of all involved, for all church groups to abide by the following policies:

- (A) Any event sponsored by an RHBC group (LIFE Group, SS class, etc...) must be coordinated and added to church calendar by contacting Amy Spahn (aspahn59@gmail.com) or 513-259-5723.
(Note: Building/Facility Use Form is NOT required for church-sponsored event. However, Amy may need time to check with staff leadership to verify the requested date is open and facilities are available).
- (B) Any event not sponsored by RHBC, but hosted by an RHBC member will be scheduled by means of the Building/Facility Use Form (included in this document). **No date will be confirmed until Building/Facility Use Form has been submitted and approved by Staff Leadership or Trustees.**
- (C) Any member requesting use of facilities must assume responsibility for the event, and insure that all behavior during event will be in accordance with this policy. Intoxicating beverages, drugs, games of chance, lewd behavior, or loitering are not permitted under any circumstances. Smoking is not allowed on church property.
- (D) No food or beverages will be allowed in auditorium or worship areas.
- (E) No events will be allowed that sell items, charge admission, or make a profit from the event.
- (F) Any event that involves children or youth must abide by current RHBC Safety Policy: 2 unrelated adults for every 15 children (up to 17 years of age).
- (G) All necessary supplies will be furnished by group using RHBC facilities unless the event is sponsored by RHBC, or otherwise approved by Trustees.
- (H) If an RHBC member is the applicant/sponsor of the event, that member must be a background-checked member. **Otherwise, a paid security team member will be required to be present for the entire event at a cost of \$25 per hour, with a 2 hour minimum.**
- (I) If either Kitchen is to be used for event, ALL requirements below must be met.
- Check with the church office before you bring your supplies to the kitchen. There could be more than one activity using the kitchen in the same week.
 - Return items to designated cupboards. Cupboards are labeled for your convenience.
 - Take home all food and beverage items. We have limited space to store these in one refrigerator.
 - **Clean-up:** please do all dishes, put them away, wipe counter tops and stove, clean sink, sweep floor, and mop if needed. Church members are to take used dishcloths and towels home and laundry them, return, and put away. Trash: trash should be put in garbage cans and tied and taken to the dumpster. Please do not leave any trash in the building. Replace liners, located in the far left drawer under coffee counter.
 - **Supplies:** If your event is not a church sponsored event, you are to furnish all supplies needed for your event such as plates, tableware, napkins, cups, coffee, drinks, etc.

CHECKLIST: Responsibilities After Building Use ***(to be turned in to church office after scheduled event)***

It is the responsibility of the group or individual using the facility to set up, clean up, and return the facility to normal setup after the approved event or activity.

The following is a check list to be utilized and TURNED IN TO CHURCH OFFICE IMMEDIATELY AFTER USE:

_____ Collect all **garbage** into bags, tied, and take out to the dumpster. Replace liners. Please do not leave trash in building.

_____ Wipe off **tables**. If food or drink is involved, wipe all tables using a mild soap and water solution.

_____ Place all tables, chairs, easels, and other **equipment** to their proper places.

_____ If using the **kitchen**, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.

_____ Sweep (or mop) **floors** needed. If spills or stains occur, please note on report at bottom of this checklist.

_____ Clean all **restrooms** used.

_____ Remove any items put up on the **walls** or set out in connection with your event.

**PLEASE REPORT SPILLS, STAINS, BROKEN OR DAMAGED EQUIPMENT, OR ANY
OTHER BUILDING/EQUIPMENT ISSUES YOU ENCOUNTERED TO TRUSTEES HERE:**

_____ *Group Name that used facility*

_____ *Signature of person completing checklist*

_____ *Phone*

Rolling Hills Baptist Church

Building/Facility Use Form for RHBC Member

Requesting Organization

Name of Applicant

Address: _____

City: _____

State: _____

Zip: _____

Is Applicant a member of RHBC? (Circle one) **Yes** **No**

Date of Last Background Check: _____

Best Phone for Contact: _____ Email: _____

Purpose of Use of Facilities: _____

Total Number of people expected (including spectators): _____

Adults: _____ Youth: _____ Children: _____

(RHBC policy requires 2 unrelated adults per 15 children or teens up to age 17).

Dates and Times Requested:

Month/Day/Year	Day of Week	Start Time <i>(inc. set-up)</i>	Finish Time <i>(inc. clean-up)</i>

Circle all rooms requested for use:

Auditorium

Gym

Kitchen (Gym)

Fellowship Hall

Youth Café

Classroom(s)

Kitchen (Fellowship Hall)

The Well Youth Ministry

Children's Worship Area

