

Rolling Hills Baptist Church
Regulations for
Non-Member Use of Church Facilities

We encourage the use of church facilities, and are glad to allow non-members, or non-member groups to utilize our facilities. All users must agree to the following guidelines for the care, safety, and protection of all involved:

- (A) All activities requested by non-members must 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 and Trustees.***
- (B) RHBC's facilities are available at limited times, and only if there are no church events scheduled at those times. RHBC reserves the right to cancel any activity at any time, at their discretion.
- (C) All groups must provide a certificate of General Liability insurance in an amount not less than \$1,000,000.00 naming Rolling Hills Baptist Church as an additional insured, and must be attached to the Facility Use Form.
- (D) Basic reimbursement fees are for set-up before, security during, and clean-up after event. Fees must be calculated and total placed on the Building/Facility Use Form, with 50% deposit paid at time of reservation. *(Fee schedule attached).*
- (E) Applicant/Requesting Organization must 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.
- (F) Property and equipment must be used with care. Any damaged property or equipment will be assessed, and user will be charged accordingly.
- (G) No food or beverages will be allowed in auditorium or worship areas.
- (H) No events will be allowed that sell items, charge admission, or make a profit from the event.
- (I) 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).
- (J) All necessary supplies for requested facilities will be furnished by Requesting Organization/Applicant.
- (K) Any ongoing agreement for facility use will be on a yearly basis, and must be resubmitted each October.
- (L) Applicant (who signs this document) must be in attendance for the entire time of facility use. If an RHBC member is the applicant/sponsor of the event, that member must be a background-checked member. Otherwise, a paid security member will be required to be present for the entire event.
- (M) Requesting Organization/Applicant agree to hold RHBC (including all staff or personnel) harmless from any and all liability for injury or damage.

NOTE: *Weddings and ongoing partnerships fall under different regulations. For weddings, please see **RHBC Wedding Policies** for separate discussion and requirements. For ministry partnerships, see **RHBC Ministry Partnership** policies.*

Rolling Hills Baptist Church

Reimbursement Fees for use of the Facilities

All fees are on an hourly basis with a two (2) hour minimum:

\$50.00 per hour	Auditorium (seats 375)
\$50.00 per hour	Gymnasium
\$40.00 per hour	Fellowship Hall
\$30.00 per hour	Kitchens (two are available @ 30.00 each per hour)
\$40.00 per hour	Youth Worship Area
\$25.00 per hour	Children's Worship Area
\$50.00 per hour	The Well Youth Ministry Area

These personnel reimbursements ***are required*** for the duration of the individual use of the facility.

\$29.00 per hour	Custodian
\$32.00 per hour	Security

These personnel reimbursements ***are optional*** depending on the intended use of the facility.

\$25.00 per hour	Technical Director (Lighting/Sound/Media)
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Rolling Hills Baptist Church

Building/Facility Use Form

Requesting Organization

Name of Applicant

Address: _____

City: _____

State: _____

Zip: _____

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

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

Will you require a Technical Director for your event? (Circle one): **Yes** **No**

Circle all technical services requested for use: **Sound** **Lighting** **Media** **Other**

Notes/Special Requests: _____

Applicant Agreement:

I hereby obligate myself, as the representative of the above named organization, to all conditions set forth in this document, and release and promise to indemnify, defend, and hold harmless Rolling Hills Baptist Church for any injury arising directly or indirectly out of the described activity.

Signature

Printed Name

Date

BELOW TO BE FILLED OUT BY CHURCH AND RETURNED TO APPLICANT

_____ Total reimbursement fees for event.

_____ Deposit of 50% due at time of reservation, check payable to Rolling Hills Baptist Church

Total Fees Calculated for Event: \$ _____

NOTES FOR APPLICANT:

_____ Certificate of Insurance Attached

Revised - 2/2022

Trustee

Date

Facility Coordinator

Date