

## Bay Area First Baptist Church Facilities Policies and Guidelines

*The use of BAFBC facilities may be used for church, school, and special non-church events under the following...*

1. An EVENT RESERVATION form must be submitted to the church office four (4) weeks before the event. One (1) time community events will be considered if the date requested does not affect the on-going church or school activities.
2. A \$100.00 deposit is required in order to reserve BAFBC facilities which will be applied to the Rental Balance. Any damages will be deducted from the deposit.
3. For set-up/take-down, a CUSTODIAL FORM must be filled out and returned to the church office no later than four (4) weeks before the event. Events requested for Saturday must allow enough time for clean-up and set-up for Sunday morning; this includes sound, lighting, and recording.
4. For sound, lighting, and recording, an AUDIO/VISUAL FORM must be filled out and returned to the church office no later than four (4) weeks before the event.
5. For all transportation needs, contact the Bay Area Christian School office.
6. Kitchen must be left clean – floors swept, mopped, utensils washed. Dishes are not to be left out on the counters or sink. Kitchen linens such as dish cloths, towels, etc., must be provided by those renting the facilities. Punch bowl, coffee urn, and table clothes must be checked out through the church office and returned clean no later than two (2) days following the event. Paper good and coffee supplies are for church use only. Trash cans must be emptied and taken to the dumpster.
7. Caterer's supplies and equipment must be approved by the BAFBC Kitchen Coordinator. All kitchen areas are to be cleaned and clear of the Caterer's supplies. Failure to meet approval may result in additional clean up charges.
8. No alcoholic beverages are allowed on campus.
9. Decorations are allowed; however, they may not be hung on the walls as this will cause wear and tear.