

## FACILITY RESERVATION FORM

1. **DATE OF ACTIVITY:** \_\_\_\_\_
2. **TIMES OF ACTIVITY:** \_\_\_\_\_ (Start) \_\_\_\_\_ (Finish)
3. **GROUP(S)/INDIVIDUAL(S) REQUESTING RESERVATION:**  
\_\_\_\_\_  
\_\_\_\_\_
4. **PURPOSE OF ACTIVITY:** \_\_\_\_\_  
\_\_\_\_\_
5. **FACILITIES NEEDED:** ☐ Sanctuary ☐ Fellowship Hall ☐ Activity Center
6. **RESPONSIBLE PARTY(IES):**  
**Name(s):** \_\_\_\_\_  
\_\_\_\_\_  
**Address(es):** \_\_\_\_\_  
\_\_\_\_\_  
**Phone(s):** \_\_\_\_\_  
**Email address(es):** \_\_\_\_\_
7. **WHO WILL OPEN/CLOSE FACILITY(IES)?** \_\_\_\_\_
8. **RELEASE/WAIVER AGREEMENT SIGNED/RETURNED?** ☐ Yes ☐ No
9. **FACILITIES POLICY SIGNED/RETURNED?** ☐ Yes ☐ No
10. **FACILITIES USE PAYMENT RECEIVED?** ☐ Yes ☐ No ☐ Fee Waived

\_\_\_\_\_  
**Signature of Responsible Party(ies)**

\_\_\_\_\_  
**Date**

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## BROCKINGTON ROAD CHURCH OF THE NAZARENE, INC. FACILITIES

BROCKINGTON ROAD CHURCH OF THE NAZARENE, INC. ("BRCN") facilities were provided through God's benevolence and by the sacrificial generosity of church members. BRCN desires that its facilities be used in a manner consistent with the Church of the Nazarene's mission statement, "To Make Christlike Disciples In The Nations", and its Agreed Statement of Beliefs:

WE BELIEVE in one God—the Father, Son, and Holy Spirit.

WE BELIEVE that human beings are born with a fallen nature, and are, therefore, inclined to evil, and that continually.

WE BELIEVE that the atonement through Jesus Christ is for the whole human race; and that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.

WE BELIEVE that the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.

WE BELIEVE that the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.

WE BELIEVE that the finally impenitent are hopelessly and eternally lost.

WE BELIEVE that believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.

WE BELIEVE that our Lord will return, the dead will be raised, and the final judgment will take place.

BRCN limits the use of its facilities to those activities which are in keeping with the Church of the Nazarene's mission statement and its Agreed Statement of Beliefs. Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the Church of the Nazarene's mission statement or its Agreed Statement of Beliefs.

### **Reservations and Cancellations**

1. Requests for use of facilities are processed through the church office. All requests should be submitted to the Church Administrator by completing a Facilities Reservation Form.
2. The Church Administrator or a Pastoral Staff Member may approve requests submitted by church members after conferring with and coordinating with one another. The Recreation Committee and the Church Board must approve requests submitted by individuals and organizations from outside the church.
3. Activities shall be scheduled on the church calendar only after approval is granted. Dates will be held tentatively pending submittal of paperwork and approval from the Recreation Committee and the Church Board.

4. Requests will be honored typically on a first-come, first-serve basis according to the date the request form is received in the church office. Exceptions may be made by the Recreation Committee and the Church Board based on the nature and priority of the activities under consideration. Associated fees are due within five (5) business days, unless other arrangements are made with the Church Administrator.
5. Ministry events and activities of BRCN have priority over all requests.
6. The church office should be informed as soon as possible upon the cancellation of a meeting date. All fees will be reimbursed within five (5) business days of receiving notice of cancellation.
7. The Church Board may, at its own discretion, or in consultation with the Recreation Committee, cancel previously approved reservations for the use of church facilities to individuals or groups, whether members or non-members.

### **General Rules**

1. An authorized overseer must be present at all events. This person must be 21 years of age or older, a member of the Pastoral Staff, a Church Board Member, or a member of the congregation authorized by the Church Board or a member of the Pastoral Staff to oversee an event. This person will be responsible for lock up, lights out, etc., and ensuring that proper clean up takes place.
2. Events should not be scheduled past 9:30 p.m. to allow sufficient time for vacating and closing down the building by 10:00 p.m. Tables, chairs and equipment shall be returned to their original arrangement and cleaned if necessary. Windows shall be closed, doors locked, and lights turned off when leaving.
3. Furniture and equipment may not be removed from the church facility without the approval of the Recreation Committee and the Church Board.
4. The church's nursery policy shall apply in every situation that nursery childcare is provided.
5. Use of the sound system is permitted only under the supervision of church approved sound personnel.
6. Use and moving of the church's electrical, musical or sound equipment for any function is permitted only under the supervision of the Worship pastor or such persons authorized by the Worship Pastor.
7. The sale of general merchandise on church premises is not allowed.
8. No smoking is allowed inside church facilities. No alcoholic beverages or controlled substances are allowed at any time on church property.
9. Groups or individuals shall replace or repair at their expense any damage to facilities or equipment that is the result of improper use or misuse of said facilities or equipment.

10. Beverages and food are not allowed in the Activity Center. Beverages and food is allowed in the Teen Room
11. The use of the kitchen is permitted only with the permitted use of the Fellowship Hall.
12. No tape, staples, thumbtacks, nails or any kind of adhesives may be used on any wall surface, flooring, woodwork, or ceiling tile.
13. No non-BRCN fund raising or voluntary offerings or collections shall be held without prior approval from the Church Board.
14. BRCN assumes no responsibility for articles left at the church facility.

### **Activity Center**

1. The Activity Center is available for use from 8:30 a.m. to 9:30 p.m., Monday through Friday with the exception of Wednesday evenings. The Activity Center is available on Saturday by prior arrangement. The Activity Center is not available to guests on Sundays.
2. Staffing will not be provided by BRCN. All parties must obtain their own authorized persons/group representative. An adult 21 years of age or older must supervise 8<sup>th</sup> graders and below. Pastoral and office staff members are not responsible for the supervision of children during regular office hours.
3. A BRCN member must accompany any guests when they are using the Activity Center and the church office must be informed of the presence of any guests when using the Activity Center.
4. All clothing must be conservative and non-revealing. Shirts must be worn at all times. Only athletic shoes may be worn for games on the Activity Center floor (no bare feet).
5. Improper conduct will not be tolerated (e.g. cursing, lewd gestures, rude body language, etc.). Persons conducting themselves in this manner will be asked to leave the facility. Repeated improper conduct may result in the denial of future use.
6. Misuse of equipment may result in the denial of future use.
7. Typically, all other areas of the building are off-limits (except restrooms) during the use of the Activity Center unless specifically reserved and approved by the Recreation Committee, a member of the Pastoral Staff, and the Church Board.
8. The Activity Center floor shall be dust-mopped after each event by the party using the Activity Center. A dust mop, pan and trash container are available in the Activity Center storage closet. If restrooms are used, trash must be removed and restrooms left in order.
9. Painting is never allowed in the Activity Center.
10. Tape of any kind is not to be used on the Activity Center floor.

## **Fees**

1. BRCN is a not-for-profit corporation. Because the facility is exclusively utilized for religious and ministry purposes, it may be reserved for below-market rates which are intended to be used for general maintenance and cleaning of church facilities
2. The Finance Committee shall determine fees in accordance with this policy.
3. Outreach ministries of the church shall not be charged facility use or personnel fees. Fees may be reduced or waived by the Finance Committee based on financial need, or the benefit of an event or activity to the ministry of the church.
4. Facility and personnel rates are based per event, and include the entire time rooms are needed for set-up.
5. Approved Facility Minimum<sup>1</sup> Use Fees: Activity Center: \$200.00 for two hours, plus \$50.00 for each additional hour. An additional \$25.00 may be included if use of the Fellowship Hall kitchen is requested.
6. Fees for long-term use of the facilities (re-occurring events) must be negotiated with the Church Administrator in conjunction with the Finance Committee.

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**Signature of Responsible Party(ies)**

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**Date**

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<sup>1</sup> Stated fees are minimum rates which may vary according to the length and scope of the event.

## FACILITIES WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

BROCKINGTON ROAD CHURCH OF THE NAZARENE, INC. is hereafter referred to as BRCN or the Church.

### **Warning of Risk:**

BRCN is committed to providing programs, events, and facilities in a safe, fun, and engaging environment. However, participation in programs and activities may include varied levels of risk, including but not limited to risk of property damage, bodily injury, and illness. Despite BRCN's efforts to maintain and offer safe programs and facilities, BRCN cannot and does not guarantee absolute safety.

### **Waiver and Release and Assumption of Risk:**

I, the undersigned, as an adult participant, group representative, and/or parent/legal guardian of a minor participant, hereby understand, acknowledge, and agree that BRCN, and all affiliates, employees, and volunteers, shall not be liable for any injury/illness or damage suffered by the participant while participating in any activities or while on any Church property. I assume all risks of participation in this activity, whether known or unknown.

I hereby release, discharge, indemnify, and agree to hold harmless BRCN and all affiliates, employees, and volunteers, free from any and all liability arising out of or in connection to participation in an activity or while on Church property. For purposes of this document, liability means all claims, demands, losses, causes of action, suits, or judgements of any kind that the participant or participant's parents/legal guardian may have.

### **Photo/Video Policy and Warning:**

BRCN reserves the right to take and obtain photos and videos of any and all programs, events, and/or activities that occur on Church property or are sponsored, organized, or in any way facilitated by the Church. Please be aware that BRCN staff, volunteers, and contracted photographers periodically take photos and videos of people for promotional materials, including use in print, on the website, and in social media sites operated by the Church. All photos and videos are property of BRCN. BRCN reserves the right to use them without compensation to or the consent of any person, group, or organization. By registering, participating, and/or attending any and all activities through BRCN, you authorize the Church to take and use photos and videos in any way BRCN deems appropriate.

**By registering for this activity, I acknowledge that I have read and fully understand BRCN's Photo/Video Policy and Warning, Warning of Risk, and Waiver and Release and Assumption of Risk. Electronic signatures will be accepted and have the same legal effect as an original signature.**

**If a signature of the participant, group representative, or parent/legal guardian is not included, BRCN will deny participation.**

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Signature of adult participant group representative, and/or parent/legal guardian

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Date