



Room Use Request Form for Non-SRBC Ministry

Any non-ministry event MUST be sponsored by an active member or regular attender at SRBC

REVISED: September 20, 2023

Space is available on a 'first-come, first-served' basis and according to the needs of the church. To ensure enough time please complete your request early (minimum 1 month in advance). Events will not be placed on the church calendar until they have been approved by a Pastor and a deposit has been received from the requestor. The balance must be paid one (1) month prior to the event. For all events sponsored by individuals or groups, one of the sponsors must be an active member or regular attender of SRBC.

BASIC INFORMATION

Date of request (minimum of 1 month in advance): _____

Requested by: _____ Contact# _____

Email: _____ Active Member: Yes/No Regular Attender: Yes/No

Person in charge: _____ Contact # _____

Event Information

Specific purpose or nature of event: _____

Date of activity: _____ Estimated # of people attending: _____

Time event begins: _____ Time event ends: _____

Set up time and date: _____

(Must correspond with Fee Schedule of page 4)

Room(s) requested: _____

FOR OFFICE USE ONLY

Person in charge/liaison of opening and locking up the building:

_____ Contact #: _____

(Responsible for completing 'Check List' on pages 5-6)

Room Usage Guidelines

ROOM REQUESTOR

- Room/area must be requested by a SRBC active member or regular attender.

GUEST SPEAKERS

- Guest speakers must be approved by a Pastor prior to this event. Complete an **Outside Speaker Request Form** and attach it to this request.

EVENT DÉCOR AND SETUP

- Current church décor, information, or other items may be removed with special permission from the Business Manager.
- Nothing can be fastened or attached to any part of the church including, but not limited to, the walls and ceiling by any method including glue, adhesive, nails, screws, tape, wire, or any other method.
- All decorations must be removed from the premises at the end of the event.
- The brown folding chairs must stay in the Fellowship Hall and/or building. Only the gray folding chairs may be used outside.
- The church should be restored to its original condition/set up at the end of the event on the same day. If damage occurs, the cost of restoring the building's original condition will be deducted from your deposit.

REFUNDABLE SECURITY/DAMAGE DEPOSIT

- A **refundable damage/security deposit** is required for all non-SRBC ministry sponsored events. If damage occurs the cost of restoration to the original condition will be deducted. Refunds will be given within 7 (seven) business days of the completion of the restoration. If no damage occurs, a refund will be given after 7 (seven) business days of the event. We do not accept credit cards.

CHURCH LIAISON

- A **Church Liaison** will be in the building during your event. They will have a key, assist with any questions or challenges, be responsible for opening and closing the building, ensuring all lights are off and doors are locked, and inspect for damage. They are not responsible for assisting in any set-up or take down of tables, chairs, or decorations, working in the kitchen, operating sound equipment, or any other similar activity.

KITCHEN USAGE

- Kitchen is for heat and service food **ONLY**. We are not licensed to be a fully operational kitchen.



SOLID ROCK
Bible Church

Guidelines Agreement

(Please Initial After Each Statement)

1. If using an outside speaker for any reason, please complete the SRBC Speaker Request Form. _____
2. The event must be approved by a Pastor before rooms can be reserved and the date reserved on the church calendar. _____
3. SRBC does not permit any weapons, harmful chemicals, firearms, or the consumption of any tobacco, alcohol, or illegal substances in the building, parking lot, or anywhere on the property. _____
4. SRBC church offices, equipment, and supplies will not be available. _____
5. SRBC reserves the right to decline the use of its facilities/equipment at any time. _____
6. Once room rental is approved, fees must be paid to reserve the date. _____

Responsible SRBC Active Member/ Regular Attender

Signature

Date

Print Name

Executive Pastor

Date

FOR OFFICE USE ONLY

Church calendar _____ **Date** _____

Security Deposit Received:

Payment by check/cash: _____ check # _____ amount: _____ date: _____

Final Payment Received:

Payment by check/cash: _____ check # _____ amount: _____ date: _____

Security Deposit Returned:

Disposition: Check or cash returned, or check destroyed. _____ Date: _____



Non-SRBC Ministry Room Use Fee Schedule

Usage fees for non-SRBC activities are listed below. Place a check beside each item needed. Items required for all events are indicated by **

REFUNDABLE SECURITY/DAMAGE DEPOSIT:** \$250.00 _____
(Refunded only without incident)

USAGE AREAS

1ST LEVEL: \$400.00 _____

- Fellowship Hall (Capacity-80)
- Welcome Center
- Kitchen
- Bathrooms (2) - Men's & Women's
- Classrooms **ARE NOT** available.

2ND LEVEL: \$500.00 _____

- Auditorium (Capacity-150)
- Bathrooms (2) - Men's & Women's
- Nursery **IS NOT** available.

OUTSIDE CHURCH GROUND USE FOR: \$150.00 _____
(Can be added **ONLY** with indoor usage)

- Bringing in a tent or inflatables.
- Bringing in rented tables & chairs.
- Serving food & beverages.
- Portable toilets **ARE NOT** permitted on site.

SERVICES

Church Liaison - open/close building** \$25/per hour x _____ hours = _____
(Must include both set up & take down time)

SRBC Sound Tech (Auditorium)
(Mandatory with 2-hour minimum) \$50.00/per hour _____

Audio/Visual equipment (Fellowship Hall)
(Phone coaching 1 week in advance) \$50.00/per hour _____

Total Amount Due: _____



CLOSING UP BUILDING CHECK LIST

(To be completed **AFTER** the event but before leaving the building)

1. Auditorium: _____

- a. Make sure room is returned to its original floor plan (office has copy)
- b. Outside wooden doors are locked and secured.
- c. Lights are turned off.
- d. Ceiling fans are turned off.

2. Fellowship Hall: _____

- a. Tables and chairs are reset to the original floor plan.
- b. Lights are turned off.

3. Bathrooms - 1st Level (if using Fellowship Hall) _____

- a. Faucets are turned off.
- b. Lights are turned off.

4. Bathrooms - 2nd Level (if using Auditorium) _____

- a. Faucets are turned off.
- b. Lights are turned off.

5. Kitchen: _____

- a. Convection oven is off, and buttons are returned to original setting.
- b. Stove burners and oven are off.
- c. Freezer and refrigerator are empty of event food and doors are shut tight.
- d. Water faucet is turned off.
- e. Small coffee pots are cleaned and turned off.
- f. Large coffee pot is cleaned and put away.
- g. Any other pots, pans, dishes, utensils, chaffing dishes used, please wash, dry, and put back where they belong.
- h. Lights are turned off in the kitchen and pantry area.

6. Welcome Center: _____

- a. SRBC Banners are returned to their original locations.
- b. Lights are turned off.

7. Elevator: _____

- a. Inside key is turned to 'off' position.
- b. Inside folding door is left open.

8. Trash Removal: _____



- a. Make sure to pack up and place **ALL** trash from **ALL** areas used to the dumpster in the alley including outside trash containers if (using the outside area).

CLOSING UP BUILDING CHECK LIST- continued

9. Vacuum: _____

- a. Vacuum is in the janitor's closet which is located down by the Children's area. Please vacuum ALL areas used.

10. Entrances: _____

- a. Alley door is locked tight.
- b. Parking Lot door is locked tight.
- c. If using the Auditorium, make sure exterior wooden doors are locked.

Completed by Liaison:

Name

Date

Time