



**Facilities Usage Policy and Fees**  
(Adopted 4/4/13 - Revised 5/18/2017)

The primary use of Bethesda's elementary and upper-school gymnasiums will be for church and school functions. All facility use will need to be pre-approved.

Members and non-members may request the use of the facilities, upon availability, for personal functions with certain deposits and fees applicable. Reservations must be submitted and approved no later than one week in advance. It is our expectation that any use of any of the facilities shall be with the proper conduct and respect. No alcohol or tobacco shall be used on the premises. Use of Bethesda Baptist Church and Schools facilities are at the sole discretion of the leadership of Bethesda Baptist Church and Schools. Use of the facilities may be revoked at any time and for any reason.

*\*\*Please note that unexpected church or school events could result in a relocation of your event within our campus or cancellation of your request.\*\**

Your group is responsible for any damage done to Bethesda Baptist Church & Schools or any contents while you are using them. In the event of damage while using the facility, please report the damage immediately. If something is found in non-working order, or damaged, please report that immediately to our Facilities Director by emailing [facilities@ebethesda.org](mailto:facilities@ebethesda.org).

**Pre-approval process:**

- Request approval of the desired room at the church or school by going online to <http://ebethesda.org/facilityrequest>
- Once your request is approved, you will be notified by a church Administrative Assistant via email. Upon that time your deposit or fees will be due to the church office (Door #5, M-F 8:30 am – 4:00 pm) before your activity will be secured on the calendar.

**Facility usage guidelines:**

- Our office is closed on major holidays. Requests to use the building on those days will **not** be approved. (New Year's Eve, New Year's Day, Memorial Day, July 4, Labor Day, Thursday & Friday of Thanksgiving week, Christmas Eve and Christmas Day)
- Each ministry, individual or group approved to use the facility is responsible for the set up and tear down for the event. Failure to set the facility back up as it was before the event took place could result in the denial of future room requests.
- Please confine your activities to the spaces reserved for your group, even if other rooms are not being used at the time.

- There is to be adult supervision at all times. No minors shall be in the kitchen alone at any time.
- Sweep all floors and wipe up any spills.
- If your activity produces trash, it should be disposed of properly.
- All functions, including clean up time, will not go past 10:00 p.m., unless previously approved by our Facilities Director.
- Make sure all lights are turned off (including restrooms).

**Deposits & Fees for facility usage are as follows:**

- \$100.00 deposit is required. This deposit will be applied to total fees listed below. If it is more than the fees below you will be refunded the amount.
- Deposit is due at time of request to get your event scheduled on the calendar.
- Fees are due in full, 48 hours before the activity.
- Fees are required because of the large amount of interest and requests for the use of the facilities. These fees will help us properly maintain and improve our facilities. Each event puts wear and tear on our facilities so these fees will help us provide you with the best facilities possible.
- Groups will be scheduled on a first come, first serve basis.
- If the event has to be bumped because one of our school teams needs the area the fee for that day's rental will be returned.
- Each group using the requested area must have a PAID IN FULL receipt before using the space/area. If they have not paid they will not be able to use it and will be asked to leave.
- Deposits and Fees not received in advance will result in the forfeiture of your activity.
- We will refund your deposit to you in full after we have verified that our maintenance staff did not have to reset the room up for the next church or school activity or clean up the room after your activity.
- You will be contacted no longer than two weeks after your activity regarding the amount of the deposit that will be refunded to you.
- The deposit indicates that you will hold Bethesda Baptist Church and Schools harmless from any injury or damage to yourself, your equipment and anyone associated with your group.
- The fees listed below are for hour/day use. If you are requesting long term use of the facilities, you can contact our Facilities Director to negotiate a contract.
- "Shelter houses are available for use free of charge on a first-come, first-served basis, so long as a church/school event is not previously scheduled."

<b><u>Field/Gym</u></b>	<b><u>Per Hour</u></b>	<b><u>5+ Hours (Day)</u></b>
MAC (High School Gym)	\$50	\$300
Elementary Gym	\$25	\$150
Varsity Soccer Field	\$40	\$200
Jr High Soccer Field	\$25	\$150
Varsity Softball Field	\$40	\$200
Varsity Baseball Field	\$40	\$200
Practice Baseball/Softball Field	\$25	\$150

<b>Church</b>		
Rooms	\$25	\$100
Fellowship Hall/Jr. High Space	\$50	\$200
Auditorium	\$100	\$300
<b>School</b>		
High School Food Court	\$35	\$150
Classrooms	\$25	\$100

**Kitchen usage checklist:**

The church kitchen facilities are available to anyone (members or non-members) who agree to abide by the following guidelines.

- Bethesda Baptist Church organizations desiring to use plates, pots, bowls, silver, etc., or paper products, plastic ware, etc. **must** request and complete a Kitchen Facility/Kitchen Product form. (A PDF form can be found online at <http://ebethesda.org/requestforms> and should be **completed and returned at least one week before the event.**) The Kitchen Supervisor will approve all such requests.