



4 POINTS CHURCH

FACILITY USE APPLICATION

Policies, Reservations, and Scheduling

Reservations should be made no less than 30 days in advance by "ACTIVE" church members only

- Adult members reserving the facility must remain at the event at all times.
- Requests for repetitious or ongoing activities should also be submitted and approved by 4 Points Staff.
- Reservations will be granted on a first come first serve basis.
- Ministry events will take precedence over all other activities.
- The facility should be relinquished upon the termination of the reserved time.
- Do not use any type of tape (masking, duct, etc.) on any of the facility floors, walls, or ceilings.
- All trash containers (including bathrooms) are to be emptied. ALL TRASH SHOULD BE DISPOSED IN THE DUMPSTER.
- Tables and chairs are to be stored after use and are not to be removed from the building.
- If tables and chairs are being used for your event, please make this known in your request of facility use.
- Do not drag or push heavy objects across any of the floors.

Rules and Policies for Proper Conduct and Behavior

In consideration of the benefit of using the church's facilities, User agrees to abide by all the terms and conditions of use described in this agreement.

- Our facility is to be used by church members and their event guests. At events, everyone should conduct himself/herself with behavior conducive to Christian morals. Wholesome recreation and good sportsmanship is expected at all times.
- No drinking of alcoholic beverages or use of drugs will be permitted in the building or on church property. Anyone caught drinking alcoholic beverages or using drugs on the property will be required to leave.
- There will be no unauthorized use of the facility at any time. Any unauthorized entrance into the facility may result in the suspension of the privilege of the individual or individuals to use the facility.
- Christian modesty and good taste are expected in attire.
- The facilities manager or another staff person will check the facility to ensure the center is in good condition, and if not, the designated adult will be contacted.
- The person and/or group reserving the building (other than church wide events) will be responsible for cleaning the building, this includes sweeping, and wet mopping floor area where food and/or drinks may have been served.



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The director will check to ensure the building is clean, and if not, the designated adult will be contacted.

- A \$100 fee will be charged if the facilities are not left "Sunday ready".
- No pets will be allowed in the building. (Excluding Service Animals)
- No loitering outside of the facility.
- Anyone caught abusing the facility and/or equipment will be held responsible for damages. He or she will not be allowed to use the facility again.
- The facility manager or staff member who manages the event has the authority to ask anyone behaving in an un-Christian manner to leave the premises.
- Fighting, profanity, abusive language, and questionable games are prohibited and will result in immediate removal.
- No baseballs, no softballs, no skateboards, roller skates, roller blades, or scooters will be allowed in the facility.
- No horse playing allowed in the auditorium, hallways, lobby, or restrooms.
- Kids rooms and hallways are off limits during events unless permission is granted by the church prior to the event.
- User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above-described facilities.
- User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of 4 Points Church, which is a biblically based religious institution.
- User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending the user's function at the facilities.
- User agrees to hold harmless, indemnify and defend 4 Points Church (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above-described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of 4 Points Church (including Owner's agents, employees, and representatives) or otherwise.
- User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

The adult assuming responsibility must sign this agreement and pay fees before reservations can be completed. Priority of use is determined by the church calendar.

Please note that no event is scheduled until you have received confirmation from the church office following receipt of the application and fees paid.

*** 4 Points Church reserves the right to refuse the use of these facilities. ***



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After reading & signing the policies, reservations, and scheduling guidelines please submit the calendar request form.

Facility Usage Fees

Fees		Description
Deposit	\$200	Refundable
Facility Usage Fee	\$250	Can be waived for active members
Specialist Fee	\$40	Audio visual – fee to use our equipment?
Facility Management	\$20/hour	A member of our staff must be present for all events. A minimum of 4 hours PLUS 2 hours for set up and breakdown. This fee can be waived in cases of small events.
Janitorial Fee	\$150	This is a fixed cost to have the facility professionally cleaned after all events. This is non-negotiable and required for ALL events. Church members can clean and avoid this fee if building is left clean.

Date You Are Requesting _____

Times You Are Requesting _____

Type of Event _____

Table/Chairs Needed? (How Many) _____

Person Responsible for event _____

Phone Number _____

Sign: _____ Date: _____



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Clean-Up Checklist

- Return all equipment used by your group to the designated area.
- Cleaning supplies, rags, brooms, and mops are located in the hospitality area. Please notify the facility manager or present staff member of any spills or urgent cleaning needs.
- Check restrooms for any debris or excessive water and mop the floor if needed.
- Bathroom trash must be emptied and all toilets flushed.
- Wipe down tables, counters, and any equipment.
- Take away all food and dishes that you brought.
- Do not leave any used or dirty dishes in the sink.
- Leave the room(s) set up as you found them, (take down or put back up any tables and chairs moved from the original setup)
- Sweep the floor
- If food and drink were approved with your application, please mop up any spills.
- Check for and remove any trash left by your group. Trash should be taken out to the dumpster.
- Leave room temperature setting as you found it.
- Turn off all lights, including the bathroom.
- Check in with the facility manager or present staff member before leaving to ensure all tasks have been appropriately completed.

Thank you for helping keep our facilities clean!