

Facility Use Application

1009 Berry Shoals Rd, Duncan, SC 29334 | (864) 606 - 3600 | 4points.org

We're glad you want to gather at 4 Points Church. Our building is a gift we steward together, and these guidelines help us keep it safe, welcoming, and ready for Sunday. Please read each section, complete the application, and sign at the end.

Reservations and Scheduling

- Reservations are open to active members of 4 Points Church and should be made at least 30 days in advance.
- The adult member who reserves the facility must stay at the event the entire time.
- Requests for recurring or ongoing activities must also be submitted and approved by 4 Points Church staff.
- Reservations are granted on a first-come, first-served basis. Ministry events take priority over all other activities, and priority of use is set by the church calendar.
- Please leave the facility by the end of your reserved time.
- If you need tables and chairs, include how many in your application. Tables and chairs must stay in the building and be put away after use.
- Please don't use any kind of tape (masking, duct, etc.) or other adhesives on floors, walls, or ceilings.
- Please don't drag or push heavy objects across the floors.

Conduct and Use of the Facility

In return for the use of the church's facilities, the User agrees to follow all terms and conditions in this agreement.

- The facility is for church members and their event guests. We ask everyone to treat one another with kindness and respect, in a way that reflects Christian values.
- Alcohol and drugs are not permitted in the building or anywhere on church property. Anyone using them will be asked to leave.
- Unauthorized use of the facility is not permitted. Entering without authorization may result in losing the privilege of using the facility.
- Modest attire and good taste are expected.
- Pets are not allowed in the building (service animals are welcome).
- Please don't loiter outside the facility.

- Fighting, profanity, abusive language, and inappropriate games are not permitted and will result in immediate removal.
- Baseballs, softballs, skateboards, roller skates, rollerblades, and scooters are not allowed inside.
- No horseplay in the auditorium, hallways, lobby, or restrooms.
- Kids rooms and hallways are off limits during events unless the church grants permission before the event.
- The facilities manager or the staff member overseeing the event may ask anyone behaving inappropriately to leave the premises.
- Anyone who misuses the facility or equipment will be responsible for any damages and will not be permitted to use the facility again.

Cleaning and Care

- The person or group reserving the building is responsible for cleaning, including sweeping and wet-mopping any area where food or drinks were served.
- All trash containers, including restrooms, must be emptied, and all trash taken to the dumpster.
- The facilities manager or a staff member will check the building after your event. If anything needs attention, the responsible adult will be contacted.
- A \$100 fee will be charged if the facility is not left "Sunday ready." See the Clean-Up Checklist at the end of this application.

Agreement and Liability

- User agrees not to use the premises for any unlawful purpose and to obey all laws, rules, and regulations of all governmental authorities while using the facilities described above.
- User agrees not to use the premises for any purpose contrary to the mission, purpose, or beliefs of 4 Points Church, which is a biblically based religious institution.
- User agrees that it is solely responsible for implementing 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 pre-use condition, all areas of the premises that User will use, including entrances and exits.

Facility Usage Fees

Fee	Amount	Details
Deposit	\$200	Refundable.
Facility Usage Fee	\$250	May be waived for active members.
Audio/Visual Specialist	\$40	Required if you'll use our sound, screens, or lighting.
Facility Management	\$20/hour	A 4 Points Church staff member must be present for all events. Minimum of 4 hours, plus 2 hours for setup and breakdown. May be waived for small events.
Janitorial Fee	\$150	Covers professional cleaning after the event and is required for all events. Church members may avoid this fee by leaving the building clean.

Before You Submit

- The responsible adult must sign this agreement and pay all fees before a reservation can be completed.
- Your event is not scheduled until you receive confirmation from the church office.
- After reading and signing this application, please submit the calendar request form.

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

Application

Date requested: _____

Times requested: _____

Type of event: _____

Tables and chairs needed (how many): _____

Person responsible for event: _____

Phone number: _____

Signature: _____ Date: _____

Clean-Up Checklist

Before you leave, please make sure your group has:

- Returned all equipment to its designated area. Cleaning supplies, rags, brooms, and mops are in the hospitality area.
- Let the facilities manager or staff member on site know about any spills or urgent cleaning needs.
- Checked restrooms for debris or standing water, mopped if needed, flushed all toilets, and emptied the trash.
- Wiped down tables, counters, and any equipment used.
- Taken home all food and dishes you brought, with no dirty dishes left in the sink.
- Returned the room(s) to their original setup, including any tables and chairs that were moved.
- Swept the floor and, if food and drinks were served, mopped up any spills.
- Picked up all trash and taken it to the dumpster.
- Returned the thermostat to its original setting.
- Turned off all lights, including restrooms.
- Checked in with the facilities manager or staff member on site before leaving.

Thank you for helping us care for our church home!