

BULVERDE BAPTIST CHURCH  
(830) 980-7577 FAX (830)-438-8060

1331 Bulverde Road  
Bulverde, Texas 78163

FACILITY RESERVATION REQUEST/CONTRACT

Date(s) facility will be used: \_\_\_\_\_ to \_\_\_\_\_

❖ Circle day/days of the week Sun Mon Tues Wed Thurs Fri Sat

Time \_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm

Rehearsal/Set Up Time needed? Yes \_\_\_ No \_\_\_ If yes, give date/time: \_\_\_\_\_

**Check Rooms/Areas needed:**

Student Auditorium \_\_\_\_\_ Student Bldg Classroom \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_  
Gym \_\_\_\_\_ Main Auditorium \_\_\_\_\_ Foyer/Kiosk \_\_\_\_\_ Fireside Room \_\_\_\_\_ Sr. Adult room \_\_\_\_\_  
Ed Bldg Classroom/rooms \_\_\_\_\_ (specify room # if known) Parlor \_\_\_\_\_ (church members only)  
His Way Picnic Area\* \_\_\_\_\_ His Way Prayer Trail\* \_\_\_\_\_ (\*coordinate with Missions Team in advance)

Set Up Request for Room(s) \_\_\_\_\_

Tables (number) \_\_\_\_\_ Chairs(number) \_\_\_\_\_

**Special Needs:**

- Audio & Light Tech \_\_\_\_\_ Light Tech Only \_\_\_\_\_ X \_\_\_\_\_ (initial your approval)  
(\$50 / hr, for A/V tech with a 2 hour minimum, which also applies to rehearsal times. See Policy #14\*)
- Janitorial Services: \_\_\_\_\_ (\$100 total\*\*see Policy #13) X \_\_\_\_\_ (initial your approval)

**Sponsoring Organization/Individual:** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

**Point of contact regarding this activity:** \_\_\_\_\_

**Phone number for the above named person:** (\_\_\_\_\_) \_\_\_\_\_

The facilities will be used for the following purpose(s): \_\_\_\_\_

Will childcare be needed? \_\_\_\_\_ (Church activities only) Age groups of children \_\_\_\_\_

**We agree to comply with the attached policies and guidelines of the Bulverde Baptist Church regarding the use of the church facilities. Please sign here AND on the last page of policies. This reservation will not be confirmed or posted on the calendar until this completed and signed request is received by the reservations secretary and a minister has approved the request.**

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

Signature \_\_\_\_\_ Phone \_\_\_\_\_

(CHURCH OFFICE USE ONLY)

Date received: \_\_\_\_\_ STAFF APPROVED: X \_\_\_\_\_ Date \_\_\_\_\_

\*A/V Tech assigned (name) \_\_\_\_\_ A/V# hours to be paid \_\_\_\_\_ Date pd \_\_\_\_\_

Calendars  chk conflicts  copy to custodian  copy to minister  HVAC set (if applicable)

## **BUILDING USAGE POLICIES & GUIDELINES**

The mission of Bulverde Baptist Church is to lead people to faith in Christ and growth in Christ-likeness. The Core Values of the church emphasize our commitment to biblical preaching and teaching, prayer, and atmosphere of friendliness, a sense of community among the believers, biblical principles of stewardship, the developing of godly families, worship that glorifies God, and intentional outreach programs.

The facilities of BBC will be available for use by all church ministries supporting and involved with carrying out our Mission and abiding by our Values. In addition to church ministries, the facilities of BBC will be made available on a limited basis to non-church groups. Use of the facilities is limited to those organizations and events that serve to benefit the community and help BBC fulfill its overall Mission and Values. No "For Profit" organizations/individuals will be allowed to use the facilities to raise income or funds for their business. Outside groups must abide by the following:

1. Those desiring to use the property or facilities of Bulverde Baptist Church, located at 1331 Bulverde Rd, Bulverde, TX will be required to read, sign and agree to abide by the Building Usage Policies and Guidelines and complete and sign a Facility Reservation Request/Contract. No organization may use the property or facilities without permission and a prior reservation. The reservation will not be confirmed until the afore mentioned documents are signed, submitted to the church office and in the possession of the reservations secretary. The request must then be approved by one of the ministerial staff. The reservations secretary will then contact the requesting organization's point of contact to inform them of the approval or disapproval.
2. Use of the property is limited to times the church is not conducting its own activities.
3. Abuse of the facilities or property may result in the revoking of permission for future use.
4. There is to be no smoking in or around the buildings of Bulverde Baptist Church.
5. Alcoholic beverages are forbidden on the property or in the buildings.
6. Organizations or individuals using the facility are responsible for insuring that all those participating in or attending their activities are supervised. This includes, but is not limited to, providing adequate supervision to insure that the facility and equipment are not defaced or damaged, and that individuals attending and conducting their activities do so in a safe manner. It is particularly important that children be properly supervised at all times.
7. If childcare is needed for an activity or event, separate arrangements must be made with the Nursery/Preschool area coordinator to ensure adequate staffing for the number of children. Childcare services are limited to Bulverde Baptist Church members or sponsored activities/events.
8. Furniture and equipment are not to be rearranged except with prior permission. There may be a charge for setting up special arrangements. Anything moved by the group or individual using the facilities, must be returned to the original location or room design before the group/individual leaves the premises.

9. Groups may only use the area they have requested. Use of any other area must be submitted to the office for approval. Please provide adequate notice in advance should there be a need for other rooms or areas.
10. A group coordinator or responsible individual in the group should contact the church during office hours prior to the beginning of their event, to secure keys to the building/rooms being used. A Key Receipt Form must be completed and signed by the group coordinator upon taking possession of the keys. Keys must be returned to the church office no later than the close of business on the second business day after the event.
11. Everything brought in by a group must be removed after the event, as we do not have storage space nor can we be held responsible for anything left behind.
12. Those using the property must report any damage observed whether or not it was caused by their group.
13. **\*\*Those using the property or facilities are responsible for cleaning the areas used unless other arrangements have been made and/or a custodial fee is paid\*\*.**
14. **\*When requesting "Special Needs" such as an Audio/Visual Tech or Janitorial Services, the reserving organization understands that they are contracting with Bulverde Baptist Church, as required by law, for such services. Check payments for these services must be made payable to Bulverde Baptist Church with the notation 'A/V Tech Support' or 'Janitorial Services' (or both as the case may be). The church will then pay the contracted worker once the reserving organization's check has been deposited.**
15. At no time and under no circumstances should the church telephone number be given as the contact number to call for information regarding the reserving group's event.
16. Bulverde Baptist Church reserves the right to refuse a request for use of their building or property.

**Current as of December 7, 2016**



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Please confirm you have read and agree to these terms and regulations by signing, detaching and returning this agreement along with the completed and signed Facility Reservation Request to the church office. This MUST be done prior to using the facilities. You may keep the Building Usage Policies and Guidelines for your future reference.

I have read and understand the above Policies and Guidelines and agree to abide by them:

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_