

# **Black Rock Church Facilities Use Policy (Revised January 2024)**

## **Purpose of Facilities**

God has richly blessed Black Rock Church (BRC) with beautiful facilities for its mission and purpose. The primary purpose of these facilities is to provide a place for the worship of God, a place where people can learn to be Christ-followers and know His will for their lives, a place where we can connect with our surrounding communities, and a place to enjoy Christian fellowship.

Two principles guide BRC in the use of its facilities:

1. The buildings do not belong to any group, individual, or even the congregation. They belong to God. He has entrusted us with the use of these facilities and they must be maintained and cared for in a manner that would please the Lord.
2. As stewards, God does not want us to keep the facilities only to ourselves. He wants us to share them with others to advance the Kingdom of God and help transform lives.

With these principles in mind, the following guidelines apply:

1. Activities of BRC take precedence over all other activities.
2. Use of church facilities may be requested by church members and regular attenders for weddings or funerals. Custodial fees may be applicable.
3. Use of the café is not permitted.
4. Paper products, plastic silverware, etc., must be provided by the group requesting use of the church facilities.
5. Church facilities may be used by outside groups who are non-political and non-profit 501c3 organizations and whose charters and missions are compatible with those of BRC. Fees will be determined based on fair market value for like facilities.
6. Other churches or schools in Fairfield may request to use Church facilities but must demonstrate that they do not have facilities of their own to accommodate the program or activity being requested.
7. Outside groups using church facilities will be responsible for custodial expenses and payment for any damages incurred during their activity.
8. Outside organizations must demonstrate adequate liability insurance by submitting a certificate of insurance prior to use of the Church facilities.
9. BRC chairs, tables, etc. are not available for use off premises.
10. BRC vehicles are not available for use by BRC members/attenders/outside renters.
11. User is responsible for attaining licensing for all AV content and streaming licensing if necessary.

## **Other provisions:**

1. No alcoholic beverages are allowed on the premises.
2. Smoking is not permitted on the premises.
3. Only battery-operated candles may be used.
4. A responsible person will be required to complete a Building Condition Checklist after use of the facility. Failure to leave the facility in a satisfactory condition will result in the loss of future use and additional cleaning fees. If damage occurs during use by an outside group, they will be responsible for the cost of repair.

5. A BRC staff member or authorized church member must be onsite during each activity and will be responsible for opening and closing the building. Any request for use of the facilities outside of normal operating hours (M-F, 9AM-5PM), will require a custodian to open and close the building and to be onsite for the duration of the event. A custodian may be requested at the rates specified herein.
6. All events on Saturday evening must be concluded by 9pm so we have time to clean and set up for Sunday services. If your event is not concluded by 9pm, you will be charged \$200 for each ½ hour past 9pm.
7. The use of Black Rock Church's name on any signs, flyers and publications for rental events must be approved by the church before they are produced. Materials must clearly state that BRC is simply the venue being used for the event and that the User is the party hosting the event. Please note that it might take 3-4 business days for approval.

### **Reservations & Cancellations**

1. The Church office is open Monday-Friday, 9AM to 5PM.
2. Requests for use of the facilities are processed by the Business Office and must be submitted by completing a Facilities Use Request form.
3. All requests must be approved by the Executive Director.
4. Activities will be scheduled on the church calendar only after approval is given.
5. Requests will be honored on a first come, first served basis with priority given to BRC members.
6. Fees, if applicable, must be paid in full prior to any activity. Deposits are non-refundable.
7. Outside groups requesting use of BRC facilities in which children or youth will be involved, must provide proof that their organization has written Prevention of Children and Youth Security policies in place and that they are being adhered to before facility use may be granted.
8. The Board of Elders may, at their discretion, cancel previously approved reservations as they deem appropriate.
9. If an event is canceled before 2 weeks of the event, the deposit will not be returned.
10. If an event is canceled within 2 weeks of the event, the full contracted price needs to be paid.

### **Insurance for Organizations**

Organizations not classified as outreach ministries of BRC who use the church's facilities shall have a public liability insurance policy with a minimum \$1,000,000 limit of liability coverage, and premises medical coverage of a minimum of \$5,000 per person. BRC must be named as an "additional insured" on the user's policy and a certificate of insurance must be in place prior to any use.

Church members do not have to show insurance coverage to use the building.

## Fee & Deposit Schedule

The fees shown below include utilities and use of equipment. When labor for set-up, take down or clean-up is required, a custodial fee will be charged. Fees are subject to the approval of the Finance and Property Board. Normal setup is charged at a rate of 1-1.5 hours with 2 hours cleanup. Any rental with 100+ people or 12+ tables will be charged additional rate subject to rental request.

Custodial services are billed at \$35 per hour with a minimum of 4 hours.

Any rentals with Kitchen use are required to give a \$200 security deposit for use. This is separate from the deposit and will be returned if no damage, extra cleaning or returned back to original condition.

Saturday events ending after 6pm may require a second custodian. This fee ranges from \$35-50 per hour depending on the timing of the event and the number of people.

### FEE & DEPOSIT SCHEDULE FOR NON-BRCC MEMBERS

	<u>Fee</u>	<u>Deposit</u>	(non-refundable)
Gathering Room	\$300	\$100	(8-60in. round tables)
Woodruff Hall	\$350	\$200	(24-60in. tables w/8 chairs)
Woodruff Hall w/Kitchen	\$450	\$200	(plus \$200 security deposit)
Worship Center			
Full Day/4+ hours	\$800	\$400	(950 stadium seats)
Half Day/Under 4	\$500	\$200	
Next Steps Room & The Barn	\$200	\$75	(10-6ft tables w/8 chairs)
The Hub	\$200	\$50	(4-60in. round tables)
Classroom (Each)	\$200	\$150	
Kitchen	\$200	\$150	(plus \$200 security deposit)
Stamford Campus Chapel	\$250	\$50	
Easton Campus Chapel	\$150	\$50	
Use of AV (requires staff)	\$65/hour		

**FEE & DEPOSIT SCHEDULE FOR BRCC MEMBERS**  
**(Does Not Include Weddings Or Funerals)**

	<b><u>Fee</u></b>	<b><u>Deposit</u></b>	(non-refundable)
Gathering Room	\$125	\$100	(8-60in. round tables)
Woodruff Hall	\$175	\$100	(24-60in. tables w/8 chairs)
Woodruff Hall w/Kitchen	\$225	\$100	(24-60in. tables w/8 chairs) (plus \$200 security deposit)
Worship Center			
Full Day/4+ hours	\$800	\$400	(950 stadium seats)
Half Day/Under 4	\$500	\$200	
Next Steps Room & The Barn	\$100	\$25	(10-6ft tables w/8 chairs)
The Hub	\$50	\$50	(4-60in. round tables)
Classroom (Each)	\$50	\$25	
Kitchen	\$75	\$50	(plus \$200 security deposit)
Stamford Campus Chapel	\$150	\$50	
Easton Campus Chapel	\$75	\$25	
Use of AV (requires staff)	\$65/hour		



## Building Condition Checklist

To be completed after the event concludes. Please make sure our staff member also signs the bottom before you leave.

Ministry/Renter: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Room(s) Used: \_\_\_\_\_

We entered the building at the time stated above: YES NO  
If you entered before the time stated above, please provide that time:

We are exiting the building at the time stated above: YES NO  
If you exiting after the time stated above, please provide that time:

Was there any damage to any of the rooms? YES NO  
If yes, please explain:

Was there any damage to any of the equipment? YES NO  
If yes, please explain:

Did you clean up the rooms after use so that our custodial staff did not have excess cleaning to do? YES NO

Please provide any other comments or feedback about your time renting our church facility. We would like to hear how it went and how you were treated by our staff.

**For Office Use Only**

[ ] Rooms were examined and agreed with what was stated above

Authorized Staff Person For The Event's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# BLACK ROCK CHURCH Facility Request Room Set-up Form

Submitted By: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Ministry/Renter: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Room(s) Needed: \_\_\_\_\_

Equipment Needed: (Please check off what you need)

**Room Setup Needs:**

5' Round Tables (Seats 8-9): How Many?: \_\_\_\_\_

6' Rectangular Tables (Seats 8): How Many?: \_\_\_\_\_

8' Rectangular Tables (Seat 10): How Many?: \_\_\_\_\_  
(Woodruff Only)

Chairs: How Many?: \_\_\_\_\_

### Diagram of Room Set-Up

(Please draw diagram showing location and number of chairs and tables as you wish to have the room set-up)

### For Office Use Only

Approved and Scheduled

Not Approved

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**BLACK ROCK  
CHURCH**

## **Kitchen Clean Up Checklist**

- Wash, dry and put away all dishes.
- Rinse out/wipe down sinks.
  - Please do not leave food pieces in the sinks.
- All food must be removed from the kitchen following your event.
  - NO FOOD is to be left in the refrigerator or on the counter.
- Put away all paper goods (plates, cutlery, cups, napkins, etc.)
- Clear off and wipe down countertops and stove.
- Sweep/vacuum floor.
- Turn off all appliances (oven, stove top, coffee urn, etc.)
- Launder and put away table cloths.
  - If you have used tablecloths, lines or any other items that need to be laundered please put them in the washing machine and start a load (assuming you will have time to wash, dry, fold and put away all items).
  - If you require more time to wash and dry the used items you will need to contact MICHELLE ADORNO at [madorno@blackrock.org](mailto:madorno@blackrock.org) to confirm a time to wash and dry the items.

### **FOR BLACK ROCK MINISTRIES:**

\_\_\_\_\_  
MINISTRY DIRECTOR OR  
EVENT COORDINATOR SIGNATURE

\_\_\_\_\_  
DATE AND TIME OF KITCHEN CLOSING

### **FOR RENTAL GUESTS:**

\_\_\_\_\_  
MINISTRY DIRECTOR OR  
EVENT COORDINATOR SIGNATURE

\_\_\_\_\_  
DATE AND TIME OF KITCHEN CLOSING

**ALL BLACK ROCK MINISTRIES OR RENTAL GUESTS MUST TAKE A PHOTO OF THIS DOCUMENT WHEN IT IS COMPLETE AND EMAIL IT TO: [madorno@blackrock.org](mailto:madorno@blackrock.org) and [bsimonis@blackrock.org](mailto:bsimonis@blackrock.org).**