

## **TRIAD BAPTIST CHURCH FACILITY USE POLICY**

In order to help us in assisting individuals/organizations which wish to use our facilities for various functions we have set up the following policy. This helps in the scheduling of events, prevents conflicting events and ensures that the facilities are maintained in the proper manner.

The following information applies to the use of the Multi-Purpose Room and Warming Kitchen only. For the use of other rooms the price may vary.

### **Level 1**

Members – Small Group (below 50) or *Regular Visitors	No Charge
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### **Level 2**

Non member – Small Group (below 50)	\$50.00
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### **Level 3**

Members or Regular Visitors – Large Group (50+) Supervision Only	\$50.00
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Non member – Large Group (50+) Supervision Only	\$75.00
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### **Level 4**

Member or Regular Visitor – Large Group (50+) Full Service	\$100.00
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Non Member – Large Group (50+) Full Service	\$125.00
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\*\*Regular Visitor – A regular visitor is someone who has been visiting the church for the last six months or is currently enrolled in the First Step class.

**TRIAD BAPTIST CHURCH**  
**FACILITY USE**

**LEVEL 1 – MEMBER or \*\*REGULAR VISITOR**

**SMALL GROUP (Below 50)**

**No Charge**

By accepting this policy your group is agreeing to do all the setup, cleanup, etc. for the event. If you require audio/visual equipment, a member from our staff will be available to set up the equipment and see that it is put away when finished. A member of our Maintenance Staff is available to assist you with the location of brooms, mops, trash bags, etc. the day prior to your event or earlier. You are responsible to obtain a key to the facility at least three days prior to your event and see that it is returned to the church office the following business day.

Day of Event \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

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

\* The above policy applies to the Multi-Purpose Room and Warming Kitchen only---for use of other rooms the price may vary.

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**TRIAD BAPTIST CHURCH**  
**FACILITY USE**

**LEVEL 2 – NON-MEMBER**

**SMALL GROUP (Below 50)**

**Cost: \$50.00 – Payment due within one month of your event**

**Audio/Visual Equipment: \$50.00 – Payment due within one month of your event**

By accepting this policy your group is agreeing to do all the setup, cleanup, etc. for the event. If you require audio/visual equipment, a member of our staff will be available to set up the equipment and see that it is put away when finished. A member of our Maintenance Staff will be available to assist you with the location of brooms, mops, trash bags, etc. the day prior to your event or earlier. You are responsible to obtain a key to the facility at least three days prior to your event and see that it is returned to the church office the following business day.

Day of Event \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

\*The above policy applies to the Multi-Purpose Room and Warming Kitchen only---for use of other rooms the price may vary.

**TRIAD BAPTIST CHURCH**  
**FACILITY USE**

**LEVEL 3A – MEMBER or \*\*REGULAR VISITOR**

**SUPERVISION ONLY – LARGE GROUP (50+)**

**Cost: \$50.00 – Payment due within one month of your event**

**Audio/Visual Equipment: \$50.00 – Payment due within one month of your event**

By accepting this policy your group is agreeing to do all the setup, cleanup, etc. for the event. If you require audio/visual equipment, a member from our staff will be available to set up the equipment and see that it is put away when finished. A member of our Maintenance Staff will be available to assist you with the location of brooms, mops, trash bags, etc. He will be there to supervise and ensure that the room is sufficiently cleaned and the facilities are locked up when the event is over.

Day of Event \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

\*The above policy applies to the Multi-Purpose Room and Warming Kitchen only---for use of other rooms the price may vary.

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**TRIAD BAPTIST CHURCH**  
**FACILITY USE**

**LEVEL 3B – NON-MEMBER**

**SUPERVISION ONLY – LARGE GROUP – (50+)**

**Cost: \$75.00 – Payment due within one month of your event**

**Audio/Visual Equipment: \$50.00 – Payment due within one month of your event**

By accepting this policy your group is agreeing to do all the setup, cleanup, etc. for the event. If you require audio/visual equipment, a member of our staff will be available to set up the equipment and see that it is put away when finished. A member of our Maintenance Staff will be available to assist you with the location of brooms, mops, trash bags, etc. He will be there to supervise and ensure that the room is sufficiently cleaned, and the facilities are locked up when the event is over.

Day of Event \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

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**TRIAD BAPTIST CHURCH**  
**FACILITY USE**

**LEVEL 4A – MEMBER or \*\*REGULAR VISITOR**

**LARGE GROUP (50+) – FULL SERVICE**

**Cost: \$100.00 – Payment due within one month of your event**

**Audio/Visual Equipment: \$50.00 – Payment due within one month of your event**

By accepting this policy your group is agreeing to use someone from our Maintenance Staff to do all the set-up, tear down, cleaning, etc. for your event. He will see that audio/visual equipment is set up and returned. He will also see that the building is locked up at the end of your event.

Day of Event \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Earliest Time Needed: \_\_\_\_\_ Time Needed For Setup: \_\_\_\_\_

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

\* Pre-Screen Application with CEC, Academy and Tim Shoaf

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**TRIAD BAPTIST CHURCH**  
**FACILITY USE**

**LEVEL 4B – NON-MEMBER**

**LARGE GROUP (50+) – FULL SERVICE**

**Cost: \$125.00 – Payment due within one month of your event**

**Audio/Visual Equipment: \$50.00 – Payment due within one month of your event**

By accepting this policy your group is agreeing to use someone from our Maintenance Staff to do all the set-up, tear down, cleaning, etc. for your event. He will see that audio/visual equipment is set up and returned. He will also see that the building is locked up at the end of your event.

Day of Event \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Earliest Time Needed: \_\_\_\_\_ Time Needed For Setup: \_\_\_\_\_

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

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