



Facilities Use Policies

General Information:

The facilities of Derwood Bible Church may be reserved/rented for use by the following groups (in order of priority): DBC in-house ministries & DBC affiliate ministries & DBC members for personal use. Approval obtained through admin staff is needed for all requests other than DBC ministry use before the reservation is finalized. All requests are subject to room availability; the auditorium/MPR is only available for DBC ministry, wedding of DBC members and regular attenders and church-wide events. The building may not be reserved for for-profit events.

DBC is not available for outside non-ministry events. For outside DBC affiliate ministry events and non DBC non ministry events, DBC requires a refundable deposit to secure the reservation, and rental fees will apply. DBC also requires a DBC representative be present during any outside ministry event for the duration of the event. A fee is incurred for this as well.

Terms of Use:

The DBC campus is intended to be, first and foremost, a house of worship and prayer, and for the furtherance of His kingdom. No reservation request will be accepted that does not support this philosophy. (E.g. there is to be no inappropriate music, no alcohol and please note that we are a non-smoking, non-vaping facility.)

Facility requests must be submitted electronically to the DBC office no later than two weeks prior to the intended event. Reservations are not final until the room reservation has been completed, submitted to the DBC office, and a confirmation email has been sent.

Sound equipment is available only if a DBC sound tech is available and compensated (unless the ministry is in house). The DBC office will put any DBC ministry or individual in touch directly with the tech ministry leader to arrange for their technical needs. For outside events, the DBC office will serve as an intermediary between the event contact and the tech ministry leader to determine tech needs and availability.

For an evening event, the building must be empty and fully secured no later than 11:30 pm. If cloth tablecloths are needed, they must be requested no later than one week prior to the event. For DBC ministry events, any requests for the church office to provide paper goods must be made in writing no later than 2 weeks prior to the event.

All individuals or groups who use the building are responsible for leaving the building in good condition.

DBC provides a cleaning checklist that should be adhered to during cleanup and submitted electronically before leaving the property. First-time users of the building will need to make an

appointment during normal DBC office hours to be shown the location of the cleaning supplies as well as how to lock up the building before receiving a key.

After the event, the deposit will be retained until all requested items (cleaning checklist, key, tablecloths, etc.) have been returned in good condition. The deposit may be forfeited if items are returned late, returned in poor condition, or if the building is left in unacceptable condition. The key must be returned to the office within 48 hours of the event, all tablecloths must be returned washed and ironed within one week of the event. If a ministry has requested the office to order paper goods, any extras should be returned to the church office within a week of the event.

Any event involving children or teens must follow DBC's Childcare Policy:

ALL groups using DBC facilities must adhere to and sign consent with the following guidelines:

- There must be at least two adults, 18 years or older (with at least one over the age of 21) present at every function, in every classroom or enclosed area, during every program.
- The adults may be related (i.e., husband and wife), so long as the room/ enclosed area has windows in the doors or walls.
- It is recommended, but not required, that attendance lists be kept for all functions involving children (including the date of the function, and the names of all participants and workers)
- A written incident report should be prepared by workers if an injury should occur during a function; this report should be forwarded to the worker's coordinator/ministry leader/DBC Pastor promptly upon completion.

If an event is cancelled, DBC needs at least a 24-hour notice, otherwise the deposit and fees are still applicable and due.

If, during use of these facilities, there is any damage to the building/equipment or problems with utilities, please notify the church office ASAP.

Fee Structure: All fees are to be paid via check written to Derwood Bible Church. No cash will be accepted.

- \$100 Deposit. No keys or tablecloths will be signed out until this is received. This may be kept in part or in full if the building is left in a less than acceptable condition, as outlined by the cleaning checklist. The deposit may also be kept if keys and/or tablecloths are returned late or in poor condition.
- A fee of \$100.00 per day will be charged for the use of each of the buildings on campus; except for the Upper/Lower Rooms, for which there will be a \$50.00 per day charge.

Tech Fees:

- \$50.00 per tech for one service event that takes 2 hours or less
- \$100.00 per tech for events that last 2-4 hours
- \$100.00 for a wedding and rehearsal ceremony (4 hours max.)
- \$200.00 for a wedding rehearsal/ceremony/reception (6 hours max.) Over 6 hours add \$25.00/hour
- \$300.00 for all-day seminar events (an all-day event would be 6 hours or more) This fee is required only if DBC sound and/or video equipment is requested and is also due no later than one week before the event.

Facility Manager fee:

- \$25.00 for 2 hours or less
- \$50.00 for 4-6 hours
- \$100.00 for 8 hours

Facility Managers are required to be on site during events. DBC personnel associated with your event may qualify to act as the Facility Manager in lieu of paying one, if approved by the office manager.

Failure to pay these fees may result in the cancellation of the event and/or the loss of future rental privileges.

Repeated failure to leave the building in acceptable condition may also result in loss of rental privileges.

No reservations will be final until a room reservation form has been completed, submitted electronically and the confirmation email sent. If a key is needed, arrangements to pick it up should be made one week before the event.

How to request space - complete the form found [here](#).

Reservation checklist:

Once the room has been reserved through the office:

- Sign this document and return it to the DBC office
- Receive confirmation email from the DBC office
- First-time reservations only: Arrange a time to walk through the building with a DBC staff members to become familiar with location of cleaning supplies & lock-up procedure

To be done no later than 1 week prior to your event:

- Arrange a time to pick up a key
- Arrange a time to pick up tablecloths (if needed)
- DBC Ministries: contact the office with any paper goods needed
- Pay any applicable fees

After the Event:

- Clean the building as listed on the cleaning checklist and submit electronically
- Return the building key within 48 hours of the event
- Return the tablecloths - washed & ironed - to the DBC office within 1 week
- If the building is left in good condition, keys returned promptly, tablecloths returned in good condition and on time, the DBC office will return your deposit check.

I have read the Derwood Bible Church Building Use Policy, and agree to follow the above guidelines, including the Childcare Policy:

Signature

Date