

## **Community Bible Church General Policy & Procedure**

### **Community Bible Center**

#### **Reservations:**

Groups and organizations of the church have full use of the building at no charge, subject to available space, as determined by the master calendar in the office. We accept donations for building usage, receipt available. Community Bible Church requires a \$250 refundable deposit.

A completed application for use of the facility must be submitted to Irene Life. The application will include information about the nature of the group and event, the name and contact information of the responsible party, the dates, specific starting and ending times, and space requested for the function.

The facility is available on a first come first serve basis, once your application has been accepted.

As church families or affiliated groups needs arise (funerals, weddings, etc.) Community Bible Church reserves the right to relocate or reschedule an event as necessary.

Please contact Irene Life @ 406-781-8708 as soon as possible if your plans change and you will not be using the Center at your scheduled time. If there is no answer, please leave a message.

CBC staff will be responsible for unlocking and locking the building.

#### **Equipment & Building:**

Any use of the church facilities that pose a threat to the persons or property is not permitted.

Smoking, tobacco use, and alcoholic beverages, are not permitted in the buildings or on the grounds of the church. All music/video materials must be family friendly. Use of any wheeled sports equipment (skateboards, rollerblades, bicycles etc.) is prohibited. Covering or disabling of security cameras is prohibited.

Community Bible Church does not condone or allow any activity that compromises what we believe to be the principles of the Bible.

Nothing is to be fastened to the walls of any room or hall except in spaces specifically designated for your group. No pins, staples, tacks, tape, nails or any other potentially damaging materials are to be used on any part of the permanent structure of the building. No confetti or silly string will be permitted. Removable fasteners such as poster putty, removable tape or velcro (on the carpeted walls) will be allowed.

Each group will be held responsible for the care and condition of the space and equipment used. (See Community Bible Church Facility Use clean-up check sheet for additional details.)

Any use of ladders/lift that extends over 4 feet above the ground is prohibited.

Uncollected lost property will be donated to any charitable cause the church finds appropriate.

The church is not required to provide storage for the property of community groups using its facilities, and is not responsible for equipment, supplies, or property belonging to such groups or their members, or items left behind by participants.

Use of the Church's musical instruments is not permitted unless permission is obtained in advance. Advance notice is required to use the sound system and must be written on the application.

Tables and chairs for use in the gym area are in the double-door storage room at the northwest end of the building. Please ensure these are returned to storage following use. Classroom furniture is not to be removed from classrooms.

#### **Janitorial Services:**

All users are expected to leave the building clean and in the same condition prior to the event.

Unless prior janitorial services have been arranged, all users will perform their own general clean up and return of furnishings to their original positions. All program materials brought by the group will be removed from the space when the event is over. All trash must be removed from the building.

Dust brooms are in the double-door storage room at the northwest end of the building, kitchen broom and mop are in the kitchen pantry, and there is a vacuum cleaner in the storage room adjacent to the kitchen. Please ensure all floors are clean of any material following use of the building. Garbage cans should be emptied of trash (this includes bathrooms), new bags placed in containers (bags kept in the kitchen cabinet next to the entry door of the gym area).

Sound equipment and musical instruments cannot be moved without the permission of CBC to maintain the quality of the building's furniture and equipment and to prevent damage. The user will be held responsible for any damage done to church property, and the user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

**Community Bible Church**  
**Application for Facility Use**

Name of Group: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Purposed Use: \_\_\_\_\_

Date(s) needed: \_\_\_\_\_ Time: \_\_\_\_\_ Until: \_\_\_\_\_

Rooms Needed:

- Gym
- Adult Classroom
- Other Classrooms
- Youth Room
- Serving Area

Signature \_\_\_\_\_ Date \_\_\_\_\_

CBC Signature \_\_\_\_\_ Date Received \_\_\_\_\_

Date Approved \_\_\_\_\_

# COMMUNITY BIBLE CHURCH

## Facility Use Clean-Up Check Sheet

PO Box 1228/ 1600 Main St. Fort Benton, MT 59442 office@cbcfb.org 406.622.5171

### General Clean Up

- Return furniture/chairs/tables to original positions
- Wipe down used tables with anti-bacterial wipes
- Vacuum/sweep/mop used areas
- Remove garbage
- Replace garbage can liners
- Turn out all inside and outside lights



### Gym Clean-Up

- Sweep floor
- Complete general clean-up list (above)

### Serving Area Clean-Up

- Ensure all food requiring refrigeration is taken home
- Wipe down countertops, cupboards, stoves and ovens with anti-bacterial wipes
- Wash all dishes and put them away before leaving
- Mop floor
- Leave a note on the refrigerator of any supplies that need replenishing
- Finish general clean-up list (above)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Event \_\_\_\_\_

# Community Bible Center Usage Survey

Was the Center clean & tidy upon your arrival?

---

Was scheduling easy & efficient?

---

Were you able to find all the cleaning supplies easily?

---

Was anything missing that you needed to host your event or clean up afterwards?

---

Is there anything we could do to make your experience more enjoyable?

---

Did you notice anything that needs to be repaired or replaced?

---

Thank you!