

Community Bible Church

RESERVATION OF CHURCH FACILITIES

Thank you for your interest in reserving the Community Bible Church (CBC) facility for your event. We hope to accommodate your activity and have provided this information so you know how to reserve the church's facilities and your responsibilities in doing so. We hope to answer most of your questions in this document but, if you still have questions, please contact us.

In addition to this page you will find the following items included in this packet:

- Reservation Requirements for the facility
- Facility Reservation Request Form
- General Rules concerning use of the facility

General reservation requirements:

- A sponsor who attends Community Bible Church is needed to reserve the facility.
- The event may not dishonor biblical principles followed at CBC.
- Certain CBC events (e.g. wedding, funeral) may supersede a scheduled event.
- Fund raising events not related to ministries supported by CBC are not allowed.

Steps to schedule an event:

- Event sponsor contact the events coordinator to see whether the facility is available. (event sponsor needs to read this entire packet prior to requesting use of the facility)
- If the facility is available, complete the reservation request forms.
- Request is reviewed by the events coordinator and approval is required from the church board. (the board meets every other week, please plan accordingly)
- Following review by the board, we will notify you of the board's decision.

Event fees:

- \$1,000.00 for a wedding of persons not attending CBC and for which Pastor is not performing the ceremony (\$500.00 refundable depending on condition of facility following ceremony). No dances or alcohol allowed in facility.
- Other events typically on a donation basis but dependent on the level of usage -- our facility operates on a "leave it as nice as you found it" basis.

If you have any unanswered questions or want a tour of our facility, please contact our events coordinator. A map of the facility is available online and the facility reservation form can be completed and submitted by going to <http://www.cbcpierre.org/cbcrereservation.shtml> or you may mail or drop off requests.

Events Coordinator:

Nita Redden
Email: flc@cbcpierre.org
Church phone: 605.224-6730
Home phone: 605.945-0145
Cell phone: 605.280-8077

Mail requests to:

Community Bible Church
1516 N. Harrison Ave.
Pierre, SD 57501

Again, thank you for your interest in reserving Community Bible Church for your event. Our prayer is to be of service to you and our community.

Community Bible Church

RESERVATION REQUIREMENTS

Community Bible Church desires that our facility be used to glorify God. As part of that desire, we want to serve our community by making the facility available for use. Everyone is encouraged to use the facility to strengthen his or her spiritual, physical, mental, and social life in accordance with the following provisions.

1. No activity will be permitted that dishonors our biblical beliefs. (Please see our Statement of Faith -- <http://www.cbcpierre.org/cbcstatement.shtml>).
2. Fund raising events not related to ministries supported by Community Bible Church are not allowed.
3. Dances, alcohol and tobacco are not allowed in the facility.
4. All groups desiring to reserve the facility need to have a "Sponsor-in-Charge" who attends Community Bible Church.
5. Reservations must be made in writing using the Reservation Request Form and submitted to the Events Coordinator. The Church Board will review and make a decision for all requests and the Events Coordinator will notify the applicant of the board's decision.
6. All reservations may require up to two weeks for approval since the church board meets every other Tuesday.
7. Church related activities will take preference over other activities and reservations may need to be cancelled or postponed due to an unforeseen conflict such as a funeral.
8. The Sponsor-in-Charge from Community Bible Church is responsible for overall supervision and needs to be present at all activities. A designated supervisor must be in each of the reserved areas at all times.
9. Groups are responsible for providing an adequate number of supervisors for their event. (*One adult per seven children under 4th grade; one adult per ten youth in grades 4 through 12.*)
10. Reservations must be made for specific areas (e.g. sanctuary, fellowship hall, conference room, specific classrooms, nursery, gym, etc.) with the use limited to only those areas.
11. The Sponsor-in-Charge and Events Coordinator will conduct a spot check of the Family Life Center at the time of set-up and clean-up, noting items that need attention.
12. The reserved time needs to account for any set-up and clean-up time so the entire timeframe can be noted on the scheduling calendar.
13. Full clean up of the facilities needs to be completed within the reserved timeframe so the facility is immediately available to accommodate any following church activities or events.
14. The group making the reservation – not Community Bible Church – shall accept full responsibility for any injury to persons or damage to property while the facility is in use by that group, and shall affirm they have adequate insurance coverage for those risks.
15. Disregard for these provisions or verbal instructions may result in the immediate cancellation of the activity.

The Sponsor-in-Charge for the group has read the above list of expectations and agrees their group accepts these requirements as a condition for use of the facilities:

Sponsor-in-Charge

Date

Please return this document with the Reservation Request Form to the Events Coordinator.

Community Bible Church

1516 N Harrison Ave
Pierre SD 57501
ph. 605.224-6730

Reservation Contact:

Nita Redden, Events Coordinator
email: flc@cbcpierre.org
home: 605.945-0145 cell: 605.280-8077

Community Bible Church

FACILITY RESERVATION REQUEST FORM

Group: _____
(Address) _____
(City/St/Zip) _____
(Phone) _____
(Email) _____

Group Contact: _____
(Phone) _____
(Email) _____

CBC Sponsor: _____
(Phone) _____
(Email) _____

Date/Time:
Event begins: _____
Event concludes: _____

Date/Time:
Setup begins: _____
Cleanup ends: _____

Description of Activity: _____

Anticipated attendance:

Below 4th grade _____ 7th thru 8th grade _____ Adults _____
4th thru 6th grade _____ 9th thru 12th grade _____ TOTAL: _____

Areas Requested: (Please check all that apply)

- | | | |
|--|----------------------------------|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Rm. 200 | <input type="checkbox"/> Old Bldg classrooms: _____(Qty) |
| <input type="checkbox"/> Nursery | <input type="checkbox"/> Rm. 201 | <input type="checkbox"/> FLC 2 nd flr classrooms: _____(Qty) |
| <input type="checkbox"/> Gym (FLC) | <input type="checkbox"/> Rm. 202 | <input type="checkbox"/> Old Bldg kitchen |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Rm. 300 | <input type="checkbox"/> FLC kitchen |

Equipment Desired: (Please check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Sanctuary Piano | <input type="checkbox"/> Basketball & Hoops |
| <input type="checkbox"/> Sanctuary Video (special fees; inquire) | <input type="checkbox"/> Volleyball & Net |
| <input type="checkbox"/> Sanctuary Sound (special fees; inquire) | <input type="checkbox"/> Bleachers |
| <input type="checkbox"/> FLC Sound (special fees; inquire) | <input type="checkbox"/> Tables: _____(Size/Qty) |
| <input type="checkbox"/> TV/VCR/DVD | <input type="checkbox"/> Chairs: _____(Type/Qty) |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Other _____ |

Supervisors (must be present at all times)

Name: _____
(Phone) _____
Name: _____
(Phone) _____

Name: _____
(Phone) _____
Name: _____
(Phone) _____

Reservation request submitted by: _____ (Name) _____ (Date)

Board Approval? Yes / No Date: _____ Call Back: _____
(It may take up to 14 days for board approval and notification to requestor.)

Community Bible Church

General Rules

The Community Bible Church (CBC) facilities provide unique opportunities for praise and worship, support and service, outreach, and a vehicle for ministry. To further these opportunities the following rules are in place to ensure that everyone can enjoy and benefit from our facilities. Willful violation of any of these rules may result in being asked to leave the property immediately. Thank you for your cooperation!

Do not merely look out for your own personal interests, but also for the interests of others (*Philippians 2:4*):

1. Use the Family Life Center entrance on Harrison Street for activities scheduled exclusively in the center. Any main entrance may be used for other activities.
2. Sports activities in the gymnasium should not take place during church services.
3. Keep the facility ready for use by anyone. Clean up after yourself.
4. Return equipment immediately when finished using it. Use all equipment for its intended purpose (e.g. the nets are for basketballs, not for jungle gym use)
5. Organized activities need to be supervised by a CBC sponsor.

Pleasant words are a honeycomb, sweet to the soul and healing to the bones (*Proverbs 16:24*). **Avoid worldly and empty chatter, for it will lead to further ungodliness** (*2 Timothy 2:16*):

6. Using obscene words, ridiculing someone else, gossiping about others, or dishonesty is not acceptable behavior.

Do not be envious of evil men, nor desire to be with them; for their minds devise violence, and their lips talk of trouble (*Proverbs 24:1-2*):

7. Horseplay will not be tolerated (e.g., kicking or throwing balls at others, climbing on or jumping off the bleachers.)
8. Certain sports equipment that may cause damage is not allowed: (e.g. baseballs, footballs, and golf balls.)
9. Kicking balls above shoulder height is not allowed.
10. Alcoholic drinks and illegal drug activity will not be tolerated. Tobacco products and smoking are not allowed on the premises.
11. Participants of high school age and below (minors) are asked to remain in the building during an activity. If they need to leave for any reason but desire to return, they must be excused by an adult before leaving. Loitering in the parking lot is discouraged.

Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father (*Colossians 3:17*):

12. Appropriate clothing is required for all activities (i.e., no sexual or drug-related graphics or provocative exposure will be tolerated).
13. No intimate contact will be permitted such as dancing.