

Solitude Baptist Church

Building Rental Policy

1. Solitude Baptist Church functions and activities have priority over other renters.
2. Facilities are rented to members only and not friends or families of members.
3. A key for the Worship Center or Youth Chapel will be provided the week before the event and will need to be returned the following week. For the Family Life Center, a code for the door will be provided the week before the event.
4. In the case of ongoing use, such as weekly or monthly rental of facilities, Solitude Baptist Church reserves the right to preempt use of the facilities. In such cases, at least two weeks' advance notice will be sent to the contact person of the group.
5. Facilities may not be used for activities that contradict or are deemed by the Deacons as inconsistent with or contrary to the church's faith or moral teachings.
6. Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.
7. Nothing may be attached to walls, pews, ceilings or floors that might damage them. All decorations must be removed the same day of the event.
8. Due to the cleaning schedule, access to the building is limited to 10am-10pm the day of the event.
9. Tobacco products, vaping or smoking anywhere on Solitude property is prohibited at all times.
10. Solitude Baptist Church musical instruments, including, but not limited to the piano in the Worship Center, may not be used for any purpose by anyone other than the Worship Pastor without express written permission of the Worship Pastor. Do not place anything on top of the instruments, including candles, dishes, plants, decorations, furniture, etc. Do not use the piano bench for anything other than its intended purpose. Renters may be assessed a fee to repair any marks, nicks, scratches, or damage of any kind inflicted during rental use of the building.
11. Any use of audio-visual equipment in Worship Center, Youth Chapel or Family Life Center requires a member of the audio-visual team from Solitude Baptist Church. (See fee schedule on page 2.)
12. All music must be approved prior to the event.

13. The use of alcoholic beverages on the premises is prohibited.
14. Renters are required to remain in areas specified in the agreement and are responsible for keeping group participants to those areas.
15. Solitude Baptist Church is not responsible for any personal possessions belonging to renters or those attending events sponsored by them. Do not leave valuables such as pocketbooks, clothing books, phones, etc. unattended.
16. In the interests of security, the church staff may, at their discretion, politely question those on the premises. Renters are also requested to politely question anyone who arouses their suspicions and to alert a church staff member and/or call 911 if they feel at all uncomfortable.
17. Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
18. Church equipment cannot be removed from the premises (including all tables and chairs).
19. At the conclusion of each event, upon leaving the building, you must make certain that:
 - All lights and appliances are off.
 - All doors are locked.
 - Garbage and trash is disposed of properly in dumpster.
 - The room is returned to its condition before the meeting – including the arrangement of the tables and chairs.
 - The floor is swept.

If the kitchen is used:

 - All eating and preparation surfaces are washed clean.
 - Coffee grounds are disposed of in the trash, not in the sink.
 - All dishes or other kitchen items are washed, dried and put away.
 - No food items are left behind on the premises in the refrigerator or freezer.

Building Rental Fee Schedule

Worship Center	\$250
Audio-visual Technician (paid directly to the technician)	\$100
Family Life Center or Youth Chapel	\$50

An additional \$50 clean-up fee applies when unusual clean-up is needed. All fees must be paid in advance. Fees will be refunded if the facilities are not available or if the reservation is cancelled 24 hours prior to scheduled usage.

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Building Rental Agreement

Solitude provides meeting space for non-church functions as a service to our members. As a non-profit entity, the church seeks to recover only costs related to use and maintenance.

Accordingly, the parties hereto agree:

1. Permission is granted to use the facilities of Solitude on the _____ day of _____, 20_____ for the purpose of _____ (the Event).

Which space? Worship Center Youth Chapel Family Life Center

What hours do you need access? _____

For Worship Center, will you need an audio-visual technician? _____

2. I agree to comply with all rules and regulations regarding the use of the facilities of Solitude as set forth in the Solitude Building Rental Policy.
3. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
4. No written or publication of the Event conducted at Solitude will be made without the written approval of Solitude Baptist Church.
5. I agree that the Event is not sponsored by Solitude, and Solitude does not extend coverage for medical payments in case of injury to anyone attending the Event. The obligation for any and all medical care shall be the responsibility of the individual and/or Group and the cost of medical care shall be paid by that individual and/or Group.
6. Solitude believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew 28 and I Corinthians 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation, and failing that, to submit to binding arbitration through a mutually acceptable arbitration service.
7. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith and I commit to promptly disclose any potential conflict for which I am aware or become aware, to the church staff.

The undersigned has received a copy, read and understands all of the above guidelines and requirements as well as those outlined in the Building Rental Policy and agrees to abide by them.

Signature

Printed Name

Date