

## EQUIPMENT & LINENS

Tables  
5' Round (Seats Max 8)  
8' Banquet  
42" Square  
Chairs  
Podium  
Projector/Screen  
TV/VCR  
Easel (Pad not Provided)

**NOTE: Linens are NOT available for non-members.** There is no fee charged for BPC members or Worship Events. But, event requestor is responsible for cleaning linens (including dish cloths) and putting them back where stored.

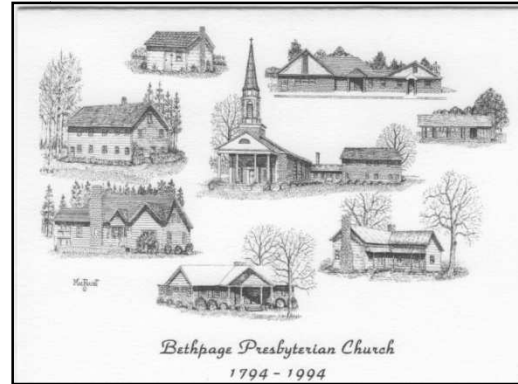
Linens: 5' Round White  
5' Round Red/White  
8' Banquet

See Facilities Coordinator for Other Linens.

## BEFORE YOU LEAVE

- Make sure the kitchen is CLEAN!
- Take ALL your leftovers away with you. Leave no food in the kitchen, Fellowship Hall, refrigerator, or any facilities you use.
- Make sure all kitchen equipment is turned OFF.
- In the restrooms, the commodes are to be flushed, trash is to be removed and deposited in the trash containers located outside the kitchen door.
- Lights are OFF.
- Room(s) are left set up as you found them.
- **MEMBERS must vacuum areas used or will be charged Custodian Fees.**

# Bethpage Presbyterian Church



## USE OF CHURCH FACILITIES

### POLICIES & PROCEDURES

6020 Mooresville Road  
Kannapolis, NC 28081  
704.933.2209

[www.bethpagechurch.org](http://www.bethpagechurch.org)

## Welcome!

We at Bethpage Presbyterian Church are pleased to have members of the community use our facilities. Opening our facilities for others' use is an integral part of the ministry in our church.

We hope you will enjoy your use of our Bethpage facilities, and you are invited to return any time!

This pamphlet has been written to help you find your way around our facilities, and to instruct you as to your responsibilities for its use.

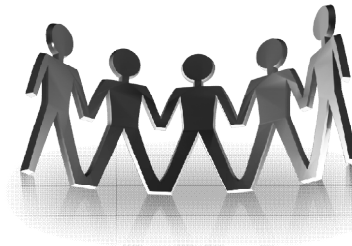
A Facilities Coordinator will be present to open the building(s) and will lock up after you leave.

While you are using the building(s), if you have an **emergency**, call:

Medical Emergency: **911**

Facilities Coordinator: \_\_\_\_\_

Property Moderator: 704-706-5752



The person requesting  
Bethpage Presbyterian Church's  
facilities is responsible for all areas used.

## RULES

- **No smoking** in any of the buildings.
- **No alcoholic beverages** in any building or anywhere on church property.
- Non-members will have access to the Fellowship Hall, kitchen and restrooms **ONLY**. **The Business Office and its equipment are NOT to be used by Non-members**
- **No one** is to enter the choir room or attempt to play any of the instruments in the choir room, sanctuary or Fellowship Hall.
- **No one requesting use of the church facilities is to enter the Fellowship Hall Technical Room, or use any of the items stored in the room** without prior permission of the Facilities Coordinator.
- No tacks, pins, nails, tape (single or double-sided) or glue may be used to fasten any decorations to the furniture, walls or building.
- Furniture and equipment may not be removed from the church facility without the approval of the Facilities Coordinator or Property Committee.
- BPC assumes no responsibility for articles left at the church facilities.

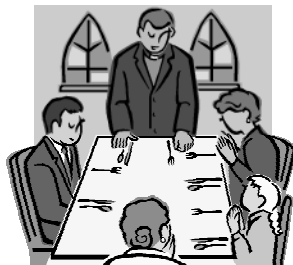
User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

**KITCHEN RULES**

**YOU MUST CLEAN THE KITCHEN!**

This is the catering staff's responsibility, and/or that of the event requestor.

- **YOU MUST PROVIDE YOUR OWN SUPPLIES:** paper products, coffee, plastic ware, dish cloths, etc.
- All dishes & utensils must be washed, dried & returned to their properly labeled places.
- Do not leave items in the sink, drainer, or dishwasher.
- CLEAN all drains in dishwasher.
- WIPE all surfaces.
- EMPTY the garbage can(s), placing trash in containers located outside kitchen door.
- REPLACE the trash bags in the cans. Ask Kitchen Supervisor to provide a supply to you.
- Any trash which will not fit into outside containers MUST be taken away with you.
- SWEEP the kitchen.
- If church dish towels are used, they must be laundered and returned the day following the event.
- **BY N.C. STATE LAW, NO PERSON UNDER THE AGE OF 18 IS PERMITTED TO OPERATE KITCHEN EQUIPMENT.**
- **NO PERSON UNDER THE AGE OF 14 is permitted in kitchen area between the prep table and stove.**



**RESERVATIONS & CANCELLATIONS**

- Requests for use of facilities are processed through the Communications Ministry Area. All requests should be submitted to the church Business Administrator by completing a Request For Use of Church Facilities form. Forms can be printed from the church's website [www.bethpagechurch.org](http://www.bethpagechurch.org), or from the church office business administrator. **Request Forms must be completed/signed and submitted before the approval process may begin.**
- Events shall be scheduled on the church calendar only after approval is granted. Some events may require separate approval from various committees such as Education, Worship, etc. See Communications Area Chair if you have questions regarding the approval process. Dates will be held tentatively pending submittal of paperwork and approval from The Communications Ministry Area and/or Session.
- The Communications Ministry Area will review the request, making sure the dates, facilities requested, staff required, etc. are available. The request will be taken to Session for approval as required.
- Requests will be honored typically on a first-come, first-serve basis according to the date the request form is received in the church office. Associated fees are due within 5 business days preceding the event (see Impact Fees schedule).
- Worship Events and activities of Bethpage Presbyterian Church have priority over all requests.
- The church Business Administrator and/or Ministry Area Chair should be informed as soon as possible upon the cancellation of a meeting/event date. All fees will be reimbursed.

**IMPACT & STAFFING FEES**

**IMPACT FEES**

**NOTE:** Impact Fees apply to Non-Members. BPC Worship Events, members & Outreach Ministries shall not be charged an Impact Fee. The fees we charge go toward defraying the costs of building maintenance and operations.

<u>Group Size</u>	<u>Cost</u>
1- 49 .....	\$50
50 - 99.....	\$100
100 - 350 .....	\$300

Additional Fees may apply for multiple day usage of facilities.

IMPACT FEES are to be **paid within 5 business days preceding event** via check made payable to Bethpage Presbyterian Church.

**STAFFING FEES**

**NOTE:** Staffing Fees apply to all utilizing the specialized services they provide.

**Custodian** ..... \$75  
(flat fee)

Custodian fees cover normal cleaning of room carpeting after the end of the event. Any spill larger than 1 inch in diameter requiring special cleaning may be liable for additional cleaning costs.

**MEMBERS** must vacuum areas used or will be charged Custodian Fees.

**OTHER SERVICES**

**NOTE:** Other Service Fees **may be required.** Please see the Bethpage Policy and Procedure brochure for details.

Optional Services Fees are for a minimum of 3 hours. Each additional hour is charged at **\$10/hour rate.**

**Kitchen Supervisor** .....\$35  
Using a professional caterer? You need not retain a Kitchen Supervisor. But, if you plan to use/prepare food in the kitchen yourself, you are required to use a BPC authorized Kitchen Supervisor.

**Facilities Coordinator**.....\$35  
The Facilities Coordinator will open and close the facilities you plan using unless other arrangements are made prior to the event.

**Sound Technician** .....\$35  
If you plan to use our church's sound system, you must use the BPC authorized Technician.

**STAFFING FEES** (3-hour min.) are to be **paid via separate checks within 5 business days preceding event,** and given to the church's Business Administrator. The Facilities Coordinator will advise you the Staff names to whom each check should be made payable Any Staffing fee exceeding the 3-hour minimum must be paid at the time of the event, or via invoice.

