

# ROCK OF HOPE BAPTIST CHURCH FACILITY REQUEST FORM



## Building Use / Ministry Event Request Instructions:

1. Complete ENTIRE Form and email to rockofhopebc@gmail.com at least 2 weeks prior to event.
2. If a field is not applicable, mark "N/A".
3. This form is to be completed for ALL Ministry events and building usage requests. All persons/groups who use Rock of Hope Baptist Church facilities are responsible for knowing and adhering to all policies stated on this form.

Your Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Ministry: \_\_\_\_\_

Event Contact's Name: \_\_\_\_\_

Event Contact Phone: \_\_\_\_\_

Event Contact Email: \_\_\_\_\_

*Note:* The Event Contact is the person that **will remain on the premises during the entire event** and is responsible for the set-up/clean-up/lock-up. All facility usage requests must be cleared through the partner's pastor.

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_  
End Time: \_\_\_\_\_ Event Setup Date: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Cleanup Time: \_\_\_\_\_

Event Purpose & Description should include target audience, number of people expected, any age restrictions. What is the purpose of this ministry event?

## SPECIFY ROOMS REQUESTED:

Is this a recurring event?  YES  NO

How Often? (circle)  Weekly (Su M T W Th F Sa)  Bi-Weekly  Monthly

Other (specify: \_\_\_\_\_)

**Note:** For any partners or events that will use the Nursery, Children's Ministries areas, the Kitchen, or the Tech equipment, the policies stated and attached below **MUST** be adhered to. Failure to follow these policies or the facilities request policy will RESULT IN DENIAL OF APPROVAL OF FUTURE EVENTS.

### OFFICE USE ONLY

#### ROCK OF HOPE BAPTIST CHURCH:

Approved  Not Approved

Date: \_\_\_\_\_ Reviewed by: Admin initial \_\_\_\_\_ Partner Pastor/Designated Leader Review by: initial \_\_\_\_\_

#### RECEIPT FOR PARTNER GROUP:

RECEIVED BY (NAME) : \_\_\_\_\_ DATE: \_\_\_\_\_

## **ROCK OF HOPE BAPTIST CHURCH SPECIFIC BUILDING USAGE POLICIES**

**A. NURSERY/CHILDREN'S MINISTRY POLICY:** All partners and parties are strongly encouraged to provide nursery and/or children's ministries for their congregations. Our young people are our future. Raising them up in the love and knowledge of Jesus Christ is of utmost importance. To prevent any possible liability as well as to help encourage young people to grow in Christ, we (Rock of Hope Baptist Church) require all partners and parties to abide to the following guidelines (set forth by both state law and by insurance policies):

1. All partners are responsible for providing their own children's/nursery ministries. Rock of Hope Baptist Church is not responsible for providing children's/nursery ministries to your group. As leaders of your congregation, it is your job to care for the youngest of your flock.
2. Two adults (18+) are to supervise the children (under 18) at all times.
3. All adults (18+) must have a Washington state background check. As a partner of Rock of Hope Baptist Church, it is your responsibility to ensure that these background checks are being run by your entity. Copies of the background checks are to be kept on file in ROH office.
4. Please make sure that all tables used are wiped with hot water and soap. Please vacuum the floors before you leave. If there are any dirty diapers, PLEASE make sure they are taken out to the dumpster. When finished with playing with the toys, please sanitize them (especially the toys that go into children's mouths). Please be sure to put the toys back where they belong. Pictures and diagrams are hung in each room to show where the toys belong, this should help make it easier for you to clean everything up.

**A. CARPET/ FLOOR MAINTENANCE POLICY:** Each year, Rock of Hope Baptist Church pays for the carpets in both the North and South campuses to be professionally cleaned. As stewards of the buildings, it is our responsibility to provide regular maintenance of these buildings. However, as partners, it is your responsibility to partner with us to ensure that the flooring is maintained properly. Vacuum the floors after your event is over. Any spills on the carpets need to be professionally "spot cleaned" to prevent permanent damage. If you spill something, it is your responsibility to make us aware of the spill as well as it is your responsibility to pay for the professional cleaning it takes to try to get the spot out. If you make the mess, you get to clean it up. The professional who cleans our carpets encourages us to try to mop up the spill with water and a rag, but to please not use chemicals.

**B. KITCHEN POLICY:** Partners/parties who wish to use the kitchen facilities at both the North and South Campuses are encouraged to do so. However, if you wish to use the kitchen, we request that you leave it clean. Signs and pictures are posted in both kitchens of the North and South Campuses that show where utensils, bowls, cups, and other kitchen items are to be put back. If you use any bowls, plates, or other kitchen items, it is your responsibility to make sure you wash them with HOT water and use soap. Once they are washed and dried, it is also your responsibility to make sure that each kitchen item is put back where it belongs. All cupboards and drawers are labeled to make this job easier for you.

**Note:** We strongly advise each partner group/ party to have at least one person in their group who is regularly in the kitchen to obtain a WA state Food Handler's Permit.

**C. TECH EQUIPMENT POLICY:** If you wish to use the tech equipment (including computers for PowerPoint presentations), you will need to contact Earl Hufnagel for training before you are allowed to use the tech equipment. The Rock of Hope Secretary can connect you with Earl.

**D. SECURITY:** After your event is over, all window and doors should be locked and checked before leaving the premises. Return the loaner key you received from your pastor or ROH secretary.

PARTNER (REQUESTER) INITIAL \_\_\_\_\_ DATE \_\_\_\_\_