

GENERAL POLICIES FOR USE OF BENTHEIM REFORMED CHURCH FACILITIES

(Original approved February 4, 2002; Revised June 22, 2016 and December 12, 2016)

All of the facilities of Bentheim Reformed Church (BRC) are intended for church purposes first, and secondly for other community, family, or personal activities when they do not interfere with the requirements of church programs and other ministries. The latter shall always have precedence in the case of a schedule conflict.

A. Responsibilities of Applicants:

1. **Accountability & Restitution:** The applicant agrees to assume all responsibility for the use of the facility and observance of all regulations, and to make restitution to Bentheim Reformed Church for the cost of damages incurred as a direct result of their use.
2. **Proper Supervision:** All groups shall be accompanied by an adult supervisor whose responsibilities shall include discipline of users, proper use of facilities, meeting the requesting group at an arranged door, and vacating the church premises at the arranged time.
3. **Hold Harmless:** The applicant must agree to hold Bentheim Reformed Church harmless and agree to assume responsibility for all liabilities arising incidental to the use of the church facility, it being understood and agreed that Bentheim Reformed Church assumes no obligation respecting the use of its facilities.

B. Policies:

1. All parties and/or groups must return the facilities and all items used to the condition and/or the place in which they were found upon arrival in the building.
2. Groups are expected to furnish their own supplies (i.e. food items, paper products, table coverings, etc). They may use the kitchen equipment, dishes, silverware, tables and chairs, etc.
3. If anything is damaged, broken, or stained during the course of usage, the party must inform the Facility Event Coordinator and make arrangements to pay for the cost of replacement, repair, or cleaning (see A.1).
4. All parties/groups must remove or dispose of all leftover food items, trash, and personal effects immediately following the event. A dumpster is located on the south side of the church for this purpose.
5. The facilities of Bentheim Reformed Church are not to be used for selling or soliciting anything unless approved by the Property Committee or another authorized agent of the Consistory (e.g. Executive Comm.).
6. Alcoholic beverages and smoking are not permitted *anywhere* on the church property.
7. The throwing of rice, confetti or birdseed on church property is prohibited.
8. The use of thumb tacks, nails, screws, or tape on the furniture or walls is prohibited.
9. The use of rollerblades, skates, skateboards, and scooters are prohibited within the church facilities.
10. Approval of use for family gatherings is on a first come-first served basis. No reservations will be taken more than 9 months prior to the date requested for members. Reservations will not be taken more than 6 months prior to the date requested for non-members.
11. All activities must conclude by 11:00 p.m. except on Saturday evenings, when they must be finished by 10:00 p.m.
12. Family Life Center Guidelines:
 - a. No athletic activities are permitted ½ hour prior to and/or ½ hour after worship services.
 - b. No soccer, handball, kickball, softball, baseball, or activity where the ball hits the wall is allowed.
13. Refunds of Fees Paid: A full refund of fees will be made for cancellations made prior to two weeks of the scheduled event. If within two weeks, the Consistory will determine the amount of any refund to be made (whether a partial or full refund) on a case-by-case basis.

**Please confirm your reservation with the Facility Event Coordinator
3-5 weeks prior to the event!**