

FACILITY USAGE ACCOUNTABILITY AGREEMENT

1. What part of the South Hill Bible Church (SHBC) facilities do you intend to use, if available?

2. What kind of event are you proposing to host at SHBC? (i.e. shower, memorial, wedding, family dinner, etc.)

3. Who is the SHBC member or regular attender responsible for this event?

- **Name:** _____ **Phone Number:** _____
- How were you referred to SHBC for your event? _____

4. Date(s) requested for use: _____

- Time event begins: _____ Ends: _____ Arrival time: _____ Clean-up ends: _____

5. Your commitment, **if permission is granted** (*Please read and initial boxes as you agree*):

- We agree to pay a suggested fee of \$75 to use the SHBC facilities. If we intend to use the kitchen for refreshments, desserts or food; we agree to pay an additional \$35/hr. up to 5 hours, and \$50/hr. after 5 hours for Deaconess assistance.
- We agree to engage only those activities in the church facility that will honor and glorify the Lord Jesus Christ and consistent with our Facility Usage Policy, attached.
- We agree to provide adequate adult supervision for children or young people. Children will not be allowed to roam through the church unattended.
- We agree to leave the church clean. We will clean the kitchen (per Kitchen Clean-Up Checklist on reverse side of this form); clean classrooms; clean any other part of the facility we use, so it will be ready for the next use.
- We understand that if we do not leave the church clean, we will be charged a Janitorial Fee of \$100.**
- Exceptions (made only by church staff): _____
- We agree to check all rooms to ensure that lights are turned off (including restrooms).
- We agree to check ALL church doors and windows to make sure they are locked and latched shut before we leave.
- We agree to return any loaned keys within 3 days of the event date. Keys can be returned in a sealed envelope in the Arthur Street mail slot when the office is closed.

Signed: _____

Date: _____

ELDER OR PASTOR SIGNATURE: _____ DATE: _____
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SHBC KITCHEN CLEAN-UP CHECKLIST

For your convenience, we have provided you with a checklist for cleaning before you leave the kitchen: ***Please, return only the first page to the office and use this page as your reminder.***

- _____ 1. All dishes and utensils are cleaned and put away.
- _____ 2. All appliances are wiped clean of spills, inside and out.
- _____ 3. All counter tops cleaned with sanitizer (a spray bottle with pink liquid marked "sanitizer").
- _____ 4. Floors swept and mopped (mop bucket, mop and pink cleaner in pantry—use one capful in mop bucket).
- _____ 5. All garbage carried out to dumpster at corner of parking lot.
- _____ 6. Any food left in refrigerator should be clearly marked as to its purpose (youth, coffee hour, Sunday School, etc.).
- _____ 7. All catch screens in the sinks emptied and cleaned.
- _____ 8. Dish towels hung to dry on towel rods or over laundry basket.
- _____ 9. Coffee maker turned off.
- _____ 10. Leave the kitchen in as good or better condition than you found it.

We appreciate your help keeping the kitchen in good condition! God has provided a wonderful facility!

South Hill Bible Church
FACILITY USAGE POLICY

South Hill Bible Church (“the Church”) owns real estate, including a worship facility all of which is used to promote its religious purposes. The Church seeks to exercise wise stewardship over all aspects of the property. Such stewardship may include occasional member use from time to time for purposes consistent with the Church religious purposes and doctrinal beliefs. Based on these considerations, the Church shall allow use of its Real Estate in accordance with the following requirements and guidelines.

1. Decision-making authority. The Church’s Board of Elders shall make decisions as needed regarding the use of the Church’s Real Estate, all in the best interests of the Church.
2. Doctrinal Restrictions. The church’s Real Estate may be used only for purposes and in ways consistent with the Church’s Doctrinal Statement as stated in Article III of its Bylaws. The Elder Board shall be the final decision-maker regarding whether any use is in conformity with, or contrary to, the Church’s religious doctrine.
3. The Church may request donations or charge for cost-sharing contributions to defray the estimated cost of facility use.
4. Additional insurance coverage may be requested for use of the Church’s Real Estate.
5. The Church’s Board shall be responsible for communicating these requirements and other guidelines to all prospective users of the Real Estate.



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