

South Hill Bible Church
FACILITY USAGE ACCOUNTABILITY AGREEMENT
FOR MEMBERS

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? (e.g. shower, memorial, wedding, family dinner) Is it a public or private event?

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

- **Name:** _____ **Phone Number:** _____

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 engage in 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 or use the elevator 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.
- [] **We understand that if we do not leave the church clean, we will be charged a Janitorial Fee of \$200.**
 - 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.

Member Signature: _____

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 marked “sanitizer”).
- _____ 4. Floors swept and mopped (mop bucket, mop and 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 (e.g., youth, coffee hour, Sunday School).
- _____ 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 makers, stove, oven, warming oven are all turned off.
- _____ 10. Leave the kitchen in as good or better condition than you found it.

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

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 for purposes consistent with the Church’s 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 in the best interests of the Church regarding the use of the Church’s real estate.
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 charge a fee to defray the estimated cost of facility use. Donations will be gratefully accepted.
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.



South Hill Bible Church
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