

Christian Life Center Reservation Application

~Star Baptist Church~

301 Mangum Drive, P.O. Box 69

Star, Mississippi 39167

601-845-2736

Name _____ Today's Date _____

Address _____

Phone # _____

Date for the Request _____

Time for the Request _____

(Note: this is the entire time, including time needed for set up and clean up)

Activity _____

Signatures of Approval

*Activities Committee Chair/Co-Chair _____

* Church Secretary _____ * Pastor _____

Reminder:

* It is the responsibility of the reservation holder to pick up a CLC key before 4:00pm on Friday (for a Saturday activity.) Full payment is due at this time. The Activities Committee or any other church staff is not responsible for any of the following duties listed in the CLC Policy/Procedures. The Activities Committee or any other church staff member is not responsible for the cleanup, locking or unlocking of the building, returning of the rented items, or table and chair adjustments. The Activities Committee or any other staff member will only reserve the CLC building on the church calendar after the proper procedures and paperwork have been correctly and fully completed & a deposit paid. Any duties or responsibilities that are not met by the reservation holder may result in a suspension of reservation privileges. Any responsibility or duty not properly handled will result in the forfeit of the \$50 deposit and may result in a phone call to the reservation holder from the church staff in order to adjust the problem.

Liability:

* I understand the use of the CLC and all amenities will be at my own risk. Star Baptist Church does not assume liability or responsibility for any injury to the user or users of the equipment, any portion of the facility, or activities sanctioned by the reservation holder of the CLC. I take full responsibility and liability for bodily injury for the attendants under the reservation policy and I take full responsibility and liability for all damages to the building or equipment of the CLC of Star Baptist Church.

I have read and do understand my responsibility in making this Reservation and use of this facility:

Reservation Holder Signature _____

For church use only: Approval ___ Non Approval ___ Amount Owed: _____ Initial: _____ Date _____



Building Use Agreement

This agreement by and between _____
Owner's name *Owner's complete address*

("Owner"), and _____ ("User"),
User's name *User's complete address*

will take effect on the _____ day of _____ and will continue for a period of _____.
Day *Month* *Year* *Time period*

WHEREAS, Owner owns premises located at _____
Complete address

which is normally used for _____, and
Type of use

WHEREAS, User desires to use the _____ area of the building for the
Area of premises (e.g. church building)

purpose of _____, and
Purpose of use

WHEREAS, Owner has agreed to allow User to use the building provided that the following terms and conditions are met.

It is Therefore Agreed By and Between the Parties:

1. Owner agrees to let User use the above described premises for the above described purpose on

Describe times and days of usage *Name and Owner's contact person*
is the contact person for Owner and _____ is the contact person for User to
coordinate the details of usage. *Name of User's contact person*

2. Fee Agreement. User agrees to pay Owner _____ for the use of the premises.
Amount

Non-Fee Agreement. In consideration for the benefit of using Owner's facilities, User agrees to abide by all the terms and conditions of use described in this agreement.

3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.

4. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically-based religious institution.

5. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.

6. Organizational Users. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises.

Individual Users. User promises and warrants that User will obtain signed Activity Participation Agreements (either provided by or acceptable to Owner) from each participant in the activity. If the participants are minors, User will obtain the signature of at least one parent or legal guardian on each Activity Participation Agreement.

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.

CLC Reservation Clean-Up/Check List

Please check off each task below that has been completed and return to the church office. Once an Activities Committee member has inspected the CLC, the \$50 deposit will be returned.

- ____ 1. All trash should be picked up, and all trash bags disposed of in the green dumpster in the parking lot. New liners will be provided & should be placed in each receptacle.

- ____ 2. Gym floor, kitchen, and/or any other areas being used should be swept & spot-mopped. Brooms are located in the first closet past the elevator hallway. Mop and mop bucket are located outside the kitchen door.

- ____ 3. Any dishes belonging to SBC that were used should be washed before leaving & returned to their original place.

- ____ 4. Any dish cloths and/or towels used in the kitchen that belong to SBC should be taken home, washed, and returned within 2 days so they will be available for the next function.

- ____ 5. If tables & chairs are used, they are to be returned to the storage closet afterwards. Tables are to be wiped clean; chairs, also, if needed.

Name (please print): _____

Date of reservation: _____

Signature of reservation holder: _____

Signature of Activities Committee Member: _____

Birthday Parties, Anniversaries, & Family Reunions

1. The CLC can be reserved by Star Baptist Church members and non-church members in the Star area.
2. Must be booked at least two weeks in advance.
3. (Refer to the section "Reservations-All Outside Groups" for exact details.)
4. Two hour limit for birthday parties, and four hour limit for family reunions and special anniversaries.
5. The person reserving the CLC is responsible for necessary supervision and must be present during the party.
6. The CLC should be viewed as an extension of Star Baptist Church and the ministries in which it is involved; therefore, all reservations shall be conducted as a wholesome Christ-like activity (music, games, etc.)

Weddings

1. The CLC is available for wedding receptions, not wedding ceremonies (the wedding ceremony is considered holy and should take place in the sanctuary/parlor.)
2. The reservation holder is limited to the kitchen, multipurpose room, lock room/restroom, and gym. The walking track will not be available unless approved by the Activities Committee. The wedding reception is limited to the specified areas as CLC participants will be in the weight room, walking track and using sports equipment.
3. The CLC should be viewed as an extension of Star Baptist Church and the ministries in which it is involved.
4. Any group reserving the CLC is responsible for its own program, set-up, and clean-up.
5. The wedding reception will be charged \$150.00 for non church members and no charge for members (acknowledged in the Star Baptist Church Wedding Policy and Procedure on page six refer to this booklet for further guidelines.)

Reservation Holder

1. Reservations for church members will be \$15 an hour or \$150 for 12 hours. Non-church members will be \$25 an hour or \$250 for 12 hours. Full payment must be made in the church office when the CLC key is picked up the day before the activity.
2. A \$50 deposit will be required for security of keys, damages, or cleanup.
3. A clean-up check list will be presented to the reservation holder at the time the reservation is made. The \$50 deposit will be returned to the holder after an Activities Committee member has reviewed the check list & inspected the CLC.
4. The CLC should be viewed as an extension of Star Baptist Church and the ministries in which it is involved; therefore, all activities or reservations shall be considered under the standard a wholesome Christ-like environment.