

## Guidelines for Private Use of Calvary Baptist Outreach Center

- 1) Any request to utilize the facilities will be handles as follows:
  - a. Any request from a member or non-member, active CBC participant will go through the **Calvary Baptist Outreach Center** Manager, who will consult with the trustees.
  - b. Any non-member request from local church supported groups will go through the **Calvary Baptist Outreach Center** manager, who will consult with the trustees.
  - c. Any other non-member request will go through the **Calvary Baptist Outreach Center** manager, trustees and deacons.
  - d. If trustees would like assistance on making a final determination on usage in any instance, the request will be brought to the next board meeting for a final determination.
- 2) Non-members may have to pay a rental fee as determined by the **Calvary Baptist Outreach Center** manager and trustees prior to the event.
- 3) The date must be cleared in advance and posted on the church calendar and the church website.
- 4) There will be no alcohol or illegal drugs allowed on the **Calvary Baptist Outreach Center** property.
- 5) There will be no smoking in the **Calvary Baptist Outreach Center** building.
- 6) There will be no pets allowed in the **Calvary Baptist Outreach Center** building.
- 7) The **Calvary Baptist Outreach Center** facility must be left as clean as you found it with nothing out of place. (must wipe tables, wash dishes, & leave to dry, bag all trash and move to alley, lock doors).
- 8) There will be a four-hour limit on the use of the **Calvary Baptist Outreach Center** facility unless a longer time slot is previously cleared with the **Calvary Baptist Outreach Center** manager.

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