

Facility Use Policy

All persons desiring the use of any of the church facilities should make those arrangements through the church secretary (756-4710) who will give them the appropriate application. The secretary will then contact the Facility Use / Wedding Coordinator who will assist in making the necessary arrangements. The application must be completed, signed and returned to the church office with a \$250.00 security deposit in order to reserve the facilities and have the date placed on the church calendar. Any damage in excess of the security deposit will be the responsibility of the person or group who applied for use of the facility. (A security deposit is not required of active, participating members; however, they will be held responsible for any damage that occurs during their use of the facility.) All other fees pertaining to the use of the facilities must be paid 30 days prior to the date of the event. If a building is reserved and not used, 25% of the deposit will be forfeited. Non compliance with any part of the church policy will result in forfeiture of the total deposit.

The use of a minister outside of the membership of Bosqueville Baptist Church must have the approval of the Bosqueville Baptist Church's pastor.

FEES:

The church buildings are offered as a courtesy to those who wish to use them. No attempt is made to secure a fee for the use of the building itself. All fees are intended only to offset the direct cost to the church. **All fees must be paid in full 30 days before the date of the wedding.**

Utility Fees:

Sanctuary Only	\$200.00
Fellowship Hall	\$250.00
Sanctuary & Fellowship Hall	\$300.00

Utility fees for use of the Sanctuary and Fellowship Hall are not charged to active, participating members of Bosqueville Baptist Church.

Family Life Center Fees:

Family Life Center Kitchen & adjoining area
(for up to 4 hours)

Non-members:	\$325.00
Members:	\$162.50

Family Life Center Kitchen & adjoining area (for up to 8 hours)

Non-members:	\$450.00
Members:	\$225.00

There will be an additional fee of \$325.00 for non-members if time for decorating before the event is needed and would require more than the 4-hour or 8-hour spans described above.

Custodian Fees:

Sanctuary Only	\$ 75.00
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Fellowship Hall Only \$ 75.00

Sanctuary & Fellowship Hall	\$100.00
Family Life Center Only	\$100.00

This fee may be refunded to active, participating members if the facility is found to be clean and in good order (including the removal of trash and the return of any furnishing that had been moved to its original location) and custodial services are not needed. This determination would be made by the Facility Use Coordinator.

Facility Use Coordinator:

For Non-members	\$125.00
For Members of BBC	\$ 75.00

The Facility Use Coordinator is required to coordinate the use of the facility and to be at all non-church wide events.

Sound Technician:

For both Members and Non-members	\$100.00
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The Sound Technician is a necessity if the sound equipment is used.

Church wide events such as wedding showers and baby showers will be exempt from all fees. Exceptions that might arise can be brought before the Business Council on an individual basis. All groups such as Little Dribblers, Scouts, Baylor groups, Mission groups or groups from another church wishing to use our facility for meetings, etc. must bring their requests before the Business Council. Proof of insurance must be furnished to the church office when the building is reserved for use by such a group.

Emergency use of the Facility must be screened and approved by a majority of the members of the Deacon Body and the Business Council and any exceptions to fees listed above will be addressed at that time.