

## Policy for Community Group Events on Brookstone Campus

- Any event scheduled during normal office hours (Monday-Thursday 9am-5pm) is free of charge.
- Events scheduled after normal office hours are subject to these additional fees:
  1. Use of an event assistant who will unlock/lock up the building, answer any questions you may have, provide ice, adjust room temperature, etc...
  2. Use of a facilities team member if set up/re-set of the room(s) used is required to turn the building around for an imminent event.
  3. If an event requires the rearranging of our scheduled cleaning service, additional fees will also be applied (see fee schedule).
  4. A \$25 fee will be charged per hour for events going past stated end time.
- Must complete a Brookstone Church Facility Request Form ([link below](#)). **At least two weeks' notice is needed to schedule your event.**
- Use only the rooms assigned, due to the set-up, preparation, and clean-up for other events within the facility.
- When children are in attendance, they must be under the control and direct supervision of adults at all times and are not permitted to roam freely on church property. Brookstone Kids classrooms are not available for activities, events, programs, or classes that are not a ministry of the Church.
- Smoking and the use of alcoholic beverages or illegal substances are not permitted on church property.
- Pets of any kind are not allowed inside the church facility with the exception of certified service animals.
- Gathering area furniture is not permitted to be rearranged or moved for an event. It is not permitted to take tables and/or chairs from other rooms and/or areas of the church.
- The user is expected to leave the building clean and remove all items associated with their program immediately following the event. Brookstone Baptist Church assumes no responsibility for any equipment, merchandise, or property left within the facility or on the property.
- Room should be cleaned thoroughly prior to leaving and all used trash bags should be taken to the dumpster.
- **Nails, screws, tacks, glue, or cellophane tape may not be used on the walls, carpet, furniture, tile floor, or woodwork.** Any questions about what is permitted should be directed to the Facilities Manager. If a third party is doing your decorating, you are responsible for communicating these guidelines to them and you will be held responsible for any damages if they occur.
- No decorations are to be affixed to the walls, moveable partitions, or surfaces in the classrooms without the consent and approval of the Facilities Manager. No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post, or beam within or outside the church without the approval of the Facilities Manager.
- All scenery or props must be free-standing. No nails, screws, or stage hooks may be used anywhere on the church premises, without the approval of the Facilities Manager.

- Direct sales parties such as Pampered Chef, Thirty-One, Stampin' Up!, etc...are not permitted on church grounds.
- Fire codes prohibit the use of candles: except for the use of such in worship services.
- At no time should the user permit chairs, equipment, etc. to block or obstruct any aisles, entries, passages, hallways, or openings required for the standard or emergency flow of people.
- All food tables must be wiped down after use. All trash should be bagged and removed to the dumpster.

### **Food, Beverage and Kitchen Policies**

- We can provide you with a list of preferred catering vendors if you want to provide a meal for your group.
- Use of the coffee shop/church kitchen and serving pieces is not permitted.
- Food can only be in the designated reserved areas. If another area is used, additional charges may apply.
- Your event assistant can assist you in procuring ice, if necessary, for your event
- The group requesting use of the facility should provide their own paper products and utensils. Catering vendors must provide all serving utensils for food.

### **Fee Schedule**

Event Assistant	\$20/hour (2 hour minimum)
Facility Team Member	\$28/hour (2 hour minimum)
Audio/Video Technician	\$20/hour (2 hour minimum)
Cleaning Service Fee	\$28/hour (2 hour minimum)
Security Fee	\$30/hour (4 hour minimum)

**Any event held in the Worship Center will require a security detail. The cost of the security detail will be charged to the group booking the space.**

Fees will be refunded if the reservation is cancelled prior to 72 hours before the event.

### **Facility Request form:**

Click [here](#) to complete the Facility Request Form.

### **Questions?**

For more information, please feel free to email Stephanie Carter at [stephanie.carter@brookstonechurch.org](mailto:stephanie.carter@brookstonechurch.org) or call the church office at 828-658-9443.

