

## **SIERRA BIBLE CHURCH FACILITIES OVERNIGHT USAGE POLICY**

1. Sierra Bible Church has priority for usage of its facility.
2. Usage by an outside group can be confirmed three months before scheduled event if a security deposit is received.
3. A security deposit is required at least one month prior to date of event.
4. Cancellations
  - A. Non-confirmed  
No action and deposit returned if received.
  - B. Confirmed  
Deposit returned up to one month before event.  
After that, deposit returned if facility is rescheduled for usage.
5. Security deposit will be returned after satisfactorily checking-out with coordinator in charge of the facility for the event. Deposit will be returned by mail or by other means arranged with Sierra Bible Church Administrator before the start of event.
6. Check In...5:00 p.m. or time arranged with coordinator in charge.
7. Check Out...By 12:00 Noon of departure date. Time to be arranged with coordinator.
8. Sunday...Building must be ready for congregational use by 7:30 a.m.
9. Copy of liability insurance to be provided before reservation can be confirmed.
10. Parties using the facilities will be held liable for damage caused by their usage.
11. Usage must be compatible with the values of Sierra Bible Church.

**SIERRA BIBLE CHURCH  
FACILITY  
OVERNIGHT USAGE FEES**

1. One night...\$15.00 per person.
2. Each night after the first night...\$10.00 per person.
3. \$300 minimum charge.
4. Maximum number of people per usage...100.
5. A refundable security deposit of \$ 300 will be required three months prior to usage date to confirm reservation.

# SIERRA BIBLE CHURCH FACILITIES RESERVATION FORM

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_

e-mail \_\_\_\_\_

Dates of Usage \_\_\_\_\_

Number of Boys in Group \_\_\_\_\_

Number of Girls in Group \_\_\_\_\_

Number of Chaperones \_\_\_\_\_

Special Requests:

Showers: Provide own towels, soap, etc.

Kitchen: Provide own pot, pans, utensils, etc.

## **CLEANING INFORMATION**

Many groups, both within and outside of Sierra Bible Church use this facility, therefore it is important that each group clean up, following their activity, so that the next user finds it ready.

Designate someone from your group to be in charge of cleaning. Follow the cleaning checklist and give it to the coordinator when you check out. You will receive a copy of the cleaning check list upon your arrival. Cleaning supplies are in the utility room inside of the men's restroom, downstairs in Rae Hall.

# Housekeeping Checklist

Date \_\_\_\_\_ Ministry/Group \_\_\_\_\_

Cleaned By: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

## Kitchen:

- |   |   |
|---|---|
| <input type="checkbox"/> Stove/Oven             | <input type="checkbox"/> Refrigerator/Perishables |
| <input type="checkbox"/> Microwave              | <input type="checkbox"/> All Coffee Makers        |
| <input type="checkbox"/> Counters               | <input type="checkbox"/> Cupboards Left Neat      |
| <input type="checkbox"/> Dishes Clean           | <input type="checkbox"/> Dishes Put Away          |
| <input type="checkbox"/> Sinks & Disposal Clean | <input type="checkbox"/> Trash Taken To Dumpster  |
| <input type="checkbox"/> Floor Swept & Mopped   |   |

## Restrooms:

- |  |  |
|--|--|
| <input type="checkbox"/> Toilets Cleaned         | <input type="checkbox"/> Shower Stalls Cleaned |
| <input type="checkbox"/> Sinks Cleaned           | <input type="checkbox"/> Floors Swept & Mopped |
| <input type="checkbox"/> Trash Taken To Dumpster |  |

## Main Rooms/Miscellaneous

- |   |   |
|---|---|
| <input type="checkbox"/> Vacuum Floors          | <input type="checkbox"/> Pickup Leftovers   |
| <input type="checkbox"/> Pickup Trash           | <input type="checkbox"/> Close Windows      |
| <input type="checkbox"/> Turn Thermostats to 60 | <input type="checkbox"/> Turn of All Lights |
| <input type="checkbox"/> Lock Doors             |   |