
BRIDGE of HOPE (BoH) Building Use Form

For use of:

Bridge of Hope
20640 Chapel Drive
Chugiak, AK 99567
907- 688-2242
marita@akbridgeofhope.com

Organization or Group Name: _____

Representative (Person Responsible/Contract): _____

Phone: _____ Mobile for Texting: _____

Email: _____

Mailing Address:

Name: _____

Address: _____

Phone: _____

Email: _____

Description of Event/Activity: _____

Anticipated # of Participants: Adults _____ Children under 18 _____

Starting Date _____ Ending Date _____

Indemnification and Hold Harmless Clause

I, the undersigned, on my own behalf and on the behalf of the above-mentioned group or organization, do hereby agree to defend, indemnify and hold harmless Bridge of Hope (BoH), its Pastors, Leadership Team, employees, volunteers and agents from and against any and all loss, damage, liability, cost, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this agreement or from the use or occupation of the building, church facilities, church equipment or church property relating to this agreement.

I have read and agree to follow the instructions and guidelines of the "Building Use Policies and Procedures" and acknowledge the Indemnification and Hold Harmless Clause.

Signature of Representative: _____ Date: _____

Suggested Donation Fees

Refundable Damage Deposit (due upon approval of request)...\$500.00 flat fee

Main Auditorium (includes use of foyer/upstairs bathrooms).....\$400.00/day

Gym (includes use of gym bathrooms)\$400.00/day
(For weddings: set-up/decorating and clean-up times to be coordinated with
Building Use Manager.)

Gym Usage by the hour \$45.00/hour

Kitchen\$50.00 flat fee

Downstairs Multi-Purpose Room \$100.00/day or \$40.00/hour

Classrooms (upon approval) \$30.00/hour

Sound Technician (if available) \$40.00/hour
(Minimum of 3 hours for wedding and rehearsal)

Please contact us at 907-688-2242 or marita@akbridgeofhope.com if you have any changes or cancellations. Any cancellations within 48 hours or no-shows may affect future usage.

Please understand that WE have priority over the use of our building. We will contact you ASAP if something arises where we need to use it during the time you have scheduled.

Donation Payment: _____ Paid in Full _____ Statement

You will receive an invoice at the beginning of each month for usage of the previous month.

Failure to pay as agreed upon may affect future usage AND your Damage Deposit will NOT be refunded.

Signature of Representative: _____ **Date:** _____

Policy

The mission of Bridge of Hope is to demonstrate the love of Jesus Christ through serving Chugiak and surrounding communities. Our facilities have been given by God as a resource to serve the immediate needs of the church, and to help us accomplish our community mission. May we never allow this building and these walls to define the boundless love and grace of God!

It is our policy to make our church facilities available to provide a safe and wholesome environment in which community groups may gather when such usage does not conflict with church activities or compromise our values and mission. It is also our policy to mitigate the liability and wear and tear associated with usage by community groups.

NOTE: These policies are subject to revision at the sole discretion of Bridge of Hope at any time.

General Procedures for all Groups

- A. No group or organization shall be permitted to charge an admission fee without the written approval of the Building Use Manager. This restriction does not extend to the receiving of offerings or donations.
- B. No group or organization may use the grounds or facilities of BoH for commercial activities of any kind without consent.
- C. To preserve our tax-exempt status, no political action committee/group or partisan political events will be scheduled.
- D. Bridge of Hope is a non-smoking, chemical free and alcohol-free facility. No alcoholic beverages or smoking is allowed on the premises. Anyone under the influence of drugs or alcohol or causes any kind of disruption or distraction, will be asked to leave.
- E. Gambling or any unlawful activity is not permitted in any portion of the facility or grounds.
- F. Groups are to utilize only the rooms originally assigned/approved for the specific event.
- G. Contracts are not assignable. Only groups with a contract may use the building.
- H. Bridge of Hope assumes NO responsibility for damage or loss of any merchandise, equipment, clothing or other valuables left on site prior to, during or after the function.
- I. All music played must be appropriate with no offensive words or topics.

Use of Church Equipment

- A. Only BoH approved sound technicians may run sound system or move any sound equipment unless approval is obtained beforehand by a BoH approved sound technician.

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- B. Use of BoH's musical instruments/equipment (keyboards, amplifiers, drums, etc.) must have prior authorization and technical fee paid.
 - C. Church-owned equipment or fixtures will not be loaned or removed from the premises, except during a church sponsored activity. Exceptions must be approved by the Building Use Manager.
 - D. All equipment used or moved must be cleaned and returned to its original storage place. Tables and chairs must be returned to their rooms. Lift and carry (PLEASE DO NOT DRAG) tables, chairs, and equipment across all floors. (Have the same people take down and set up (or take pictures of where everything is located,) to assure proper placement after the event.

Care of Facilities

- A. No activities will be permitted which are harmful to health, life, or property. Doors and Exit signs must always remain clear of decorations and furniture. Please, no standing or sitting on tables; no standing on chairs.
- B. Only adhesive-type putty, painters' tape or 3M removable adhesives may be used to secure decorations, notices, signs, or printed material. Penetrating objects, i.e. pins or tacks (NO STAPLES) may only be used on carpeted walls in Gym and not on any other walls or woodwork. Only painter's tape (NO DUCT TAPE!) may be used on carpeted areas or on the gym floor.
- C. Take down of displays, decorations, etc. must be done immediately after the event. Set up and clean-up is the responsibility of the user.
- D. All recreational use of balls, etc. will be confined to the Gym and used only as they are intended. No intentional kicking balls at light fixtures and other ceiling fixtures. Only BoH approved balls will be used inside the Gym.
- E. Notices, signs, or other printed material displayed within the facility must receive prior approval by the Building Use Manager.
- F. Approval to serve food must be granted on the Facility Use Request Form. Any food or beverages used in individual rooms are to be immediately cleaned up by the group using the rooms as soon as the meeting/event is concluded. To protect carpet from stains, no food or beverage containing red dye may be served in the carpeted areas.
- G. In all instances, leave the facilities in equal or better condition than they were found. Users will forfeit deposit and/or privilege of future facility use if facilities are misused or inadequately cleaned. Damage beyond normal wear will be charged to the group.

Supervision

- A. Children are to be always supervised with their safety and the safety of others as a highest priority. Children are permitted only in approved rooms. Children are not permitted to run in the building except for supervised activities.
- B. A minimum of 2 supervisors are required at all times: 1 adult age 18 or older and 1 youth aged 14 or older.

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- C. No unsupervised children under the age of 16 will be permitted on the premises.
 - D. Children are permitted only in approved rooms.

Childcare

- A. Bridge of Hope's childcare facilities (infant, toddler, nursery areas) requires approval and/or supervision by an individual designated by the church.

Kitchen Use

- A. All users must have permission to use Kitchen facilities.
- B. Children are not permitted in the kitchen area unless they are actively involved with food preparation under adult supervision.
- C. Any food placed in the refrigerator must be marked with the user's name and removed after the event.
- D. The microwave ovens and stoves/ovens in the kitchen may be used to heat food brought by group participants. Please do not leave cooking food unattended at any time and be sure ovens and burners are turned off when not in use.
- E. Food and paper products that are stored in the kitchen area are not to be consumed by a member of the group.
- F. DEEP-FAT FRYING IS PROHIBITED!
- G. Report any damage to the kitchen facilities, non-functioning items or equipment to the Building Use Manager.
- H. The kitchen shall be cleaned following the event.
 - Clean and return all kitchenware to its original storage area.
 - Clean microwaves, stoves, etc. if used and verify that they are off.
 - Wash all countertops and sink area with soap and water.
 - Do not leave any items in or around the sink area.
 - Empty all trash containers, replace liners and take trash to the outside dumpster, located at the far end of the parking lot.
 - Sweep floors and mop if necessary.
 - Soiled kitchen towels and cleaning rags should be put in a dirty clothes basket under the sink.
 - Wash, dry and put away any used dishes to their original location

Clean-Up Checklist

- Take down all the displays, decorations, etc.
- Store all balls and recreational items to their proper storage area.
- Wash tables and put tables and chairs in their original storage area.
- Sweep floors, mop/spot-mop if necessary.
- Empty all trash containers, replace trash liners and take trash to the outside dumpster, located at the far end of the parking lot.
- Turn off all the lights.

If the kitchen was used, please refer to the “Kitchen Use” sign posted in the kitchen for kitchen clean-up.

Scheduling and Donations

- A. All user groups will complete and submit a “Building Use Request Form”, which may be obtained on our website at www.akBridgeOfHope.com.
 - Groups regularly using facilities must establish a payment schedule with the Building Use Manager. The contract will be renegotiated annually.
 - Donations will be submitted by-
 - Cash, Check payable to Bridge of Hope, (with the name and contact information of the user group indicated on the check), or with PayPal on our website at www.akBridgeOfHope.com. under Giving.
 - Donations may be dropped off in the metal box outside the gym door.
- B. All events must conclude by 10:00 PM – any exceptions must be pre-approved by the Building Use Manager. The event must be over, the facility vacated, and all clean-up completed by this time so as not to disturb those that reside on church property. If the event runs beyond this time, the user will forfeit the rights to use the facility in the future.
- C. Bridge of Hope reserves the right to cancel or reschedule any event in case of an unforeseen need.
- D. Wedding policies and procedures are covered separately.

Building Lock-up and Security

- A. All lights must be turned off and everyone needs to be out of the building at the end of their rental period. The building will be locked at 10:00 PM unless coordinated with the Building Use Manager.

Damage of Facility

Should a user group cause, by accident or otherwise, damage to the facility, they will forfeit their Damage Deposit, be liable for all repairs needed and forfeit the rights to use the building in the future.