

CABARRUS BAPTIST ASSOCIATION

**REQUEST FOR USE OF FACILITIES
CBA Affiliated Churches**

The following facilities are requested to be reserved.

Event date ____/____/____

Time: From _____ to _____
(Note: "Time" includes set-up and clean-up time)

Kitchen

Large Conference Room

Occupancy:

With tables 78

Without tables 120

Small Conference Room

Occupancy 15

Number to be provided for _____

If you are using the Conference Room, please indicate how you plan to arrange it. You are responsible for arranging for your conference/meeting and returning the room to its original setting.

Church _____

Group/person making request _____

We agree to abide by the facilities policies and understand fully the facilities use fees. Furthermore, we agree to all stipulations for use of the CBA Facilities and also agree to hold Cabarrus Baptist Association faultless and without liability for any injury to persons within our group or serving our group.

Our insurance policy is with _____ Policy number _____

Signed _____
(Group representative)

Address _____

Phone _____ (Home) _____ (Work)

Deposit paid: Amount _____ Date _____

Please sign the completed form and return it along with the fee as soon as possible—this will serve as your confirmation of the reservation. Mail to: Cabarrus Baptist Association, 930 Lee Ann Drive, Concord, NC 28025 or fax to 704-721-6056. (follow-up with your check)

FACILITIES USE POLICIES

For CBA Affiliated Churches

Please note: The association reserves the right to refuse future use of the facilities if these policies are not followed.

I. Reservations

- A. Include the time needed for set-up and clean-up.
- B. The associational staff will provide instructions concerning key pick up/return and how to open and close the building.
- C. Eating is not allowed except in the kitchen and Conference Room.

II. Set-Up and use of equipment

- A. You may use the associations coffee pots and standard kitchen utensils, **but not the disposable kitchen resources. Bring all paper products, coffee, creamer, sugar, and plastic utensils you will need.**
- B. You may set up tables and chairs as you like in the conference room. Return the room to the original set up.
- C. Rooms may be decorated for your event. Please do not use tape or sticky tac on walls, ceilings, table, or chairs.
- D. Audio-Visual Equipment.....The Conference Room has ***Wireless Connections. (will need to request the log in code prior to your meeting)***

III. Clean-Up

- A. Clean all tables and serving areas, vacuum carpet in Multi-Purpose Room and **sweep the kitchen floor. Please wipe all spills on the stove surface and underneath burners.** Cleaning supplies are under the kitchen sink. The **vacuum cleaner** is in the storage room off the large conference room.
- B. Check bathrooms. Leave them clean.
- C. All garbage bags should be tied up and placed in the dumpster. (Dumpster located outside the building at the back of the parking lot) Replacement trash bags are located in the cabinet under the sink.
- E. All lights should be turned off and thermostats set:
Heat 50 and air conditioning must be turned off
- E. **Take all leftover food with you.**
- F. Be sure all doors are locked.

IV. No smoking or alcoholic beverages are allowed on the premises.

V. Fees

- A. The event fee for CBA churches is \$50.00 per day to cover utilities and custodial services. Facilities are to be left as they were found. If additional custodial services are needed as a result of event use, the church or group responsible will be expected to pay the costs.
- B. Checks may be made payable to: Cabarrus Baptist Association, 930 Lee Ann Drive, Concord, NC 28025
- C. Parking.. Participants should park on the side and rear of building during business hours

Adopted: March 2, 2011