



# York Baptist Association

434 Museum Road • PO Box 36817 • Rock Hill, SC 29732 • Office 803-327-6144  
yba@yorkbaptists.org • www.yorkbaptists.org

## Building Use Guidelines

### Scheduling

Building must be scheduled with the front office. The order of precedence is as follows:

1. Associational Business
2. Auxiliary Organizations (York County Christian Women's Job Corp, Life Builders, etc.)
3. Churches
4. Outside Organizations

Ongoing use of the building must be in the form of a request presented to the Administrative Support Committee for approval. Ongoing use of the building will be reviewed every six months (maximum of 12 months). Keys must be picked up in person. **No keys will be left hidden.**

### Cost

There is no charge for the use of the building for a *single date* for churches and church groups affiliated with the YBA. However, if you do not wish to empty the trash, vacuum and set up the rooms as found, a \$75.00 fee will be charged to pay the custodian for the additional time needed to put the building back into place. (If at all possible, please advise the office manager in advance of your event if you will need this additional assistance.) Also, if these guidelines are not adhered to, an invoice in the amount of \$75.00 will be mailed to the contact person and/or organization.

Churches wishing to use the building weekly will be charged \$400.00 per month, which guarantees 5 hours of use one day a week. Additional time must be negotiated, at a rate of \$75.00 per hour.

Churches or organizations not affiliated with the YBA will be charged a \$75.00 fee to help offset the cost of utilities, insurance and maintenance associated with the amount of time the building is used and must provide an insurance rider naming the YBA as additional insured.

### Set Up

Please let us know in advance when you plan to set up. Tables and chairs may be moved. Items can be placed on the walls with "masking tape" or wall-mount sticky tack.

### Event

Make sure your visitors know that this is a smoke/drug/alcohol-free building.

### Clean Up

#### Front Room

- Tables and chairs returned to original classroom set up
- Vacuumed if needed
- Tables wiped off if needed
- Extension cords put back in storage room
- Equipment put back in their respective places
- Trash taken to the outside garbage bin
- Items off the walls
- Lights turned off (turn counter-clockwise until you hear a click)

*Continued on reverse*

October 1, 2014

**Back Room**

- Tables and chairs returned to original set up
- Trash taken to the outside garbage bin
- Items off the walls
- Vacuumed if needed

**Conference Room**

- Chairs are under tables
- Equipment removed and put back in place
- Tables wiped off
- Trash taken to the outside garbage bin

**Kitchen**

- Dishes washed and put away
- Appliances wiped off (refrigerator, stove, microwave)
- Dish cloths laundered
- Kitchen swept and mopped if needed
- No items are to be left in refrigerator
- Trash taken to the outside garbage bin

**Bathrooms**

- Paper picked up from floor
- Commodes/Urinals flushed
- Trash taken to the outside garbage bin if full

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I have read the above guidelines and agree to abide by them.

\_\_\_\_\_

Contact Person

\_\_\_\_\_

Date

\_\_\_\_\_

Organization Name and Mailing Address

\_\_\_\_\_

Contact Phone Number/Organization Phone Number

\_\_\_\_\_

Contact Email Address

\_\_\_\_\_

Associational Representative

\_\_\_\_\_

Date

**NOTE:** Please make a copy of this signed agreement for your records and return the original to the York Baptist Association, 434 Museum Road, PO Box 36817, Rock Hill, SC 29732. Thank you.